



**Montara Water  
and Sanitary District**  
*Serving the Community of Montara and Moss Beach*

P.O. Box 370131  
8888 Cabrillo Hwy  
Montara, CA 94037-0131  
t: 650.728.3545 • f: 650.728.8556

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*To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high – quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations. Be open to providing other services desired by our community.*

# AGENDA

**District Board of Directors**

**March 3, 2022 at 7:30 p.m.**

**THIS MEETING WILL BE HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. THIS MEETING WILL NOT HAVE A PHYSICAL LOCATION.**

Directors, staff and the public may participate remotely via the application ZOOM:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/82816687975?pwd=SlpmY2lQSjRnNGVtbjVaa0loTWFlZz09>

MEETING ID: 828 1668 7975

Password: 651811

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false> . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD’s IT support at (650) 728-7843.

Note: Public participation is not permitted during closed session discussion items.

### **Public Comment**

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A “raise hand” button is available for every Zoom user wishing to speak and should be used to alert the President of the intent to comment.

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to [info@mwsd.net](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may be altered, or the meeting may be canceled. You may check on the status of the meeting by visiting the District’s website at: <http://mwsd.montara.org> .

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT’S STATEMENT**

## **ORAL COMMENTS** (Items other than those on the agenda)

## **PUBLIC HEARING**

## **CONSENT AGENDA**

1. [Approve Minutes for Regular Scheduled Board Meeting February 3 and February 17, 2022.](#)
2. [Approve Financial Statements for January 2022.](#)
3. [Approve Warrants for March 1, 2022.](#)
4. [SAM Flow Report.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Monthly Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for November 2021.](#)

**OLD BUSINESS (none)**  
**NEW BUSINESS**

1. [Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.](#)
2. [Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 25 Bernal Ave, Moss Beach, APN 037-278-070.](#)
3. [Review and Possible Action To Amend Salary Schedule and Approve Adjustment to the General Manager's Compensation.](#)

**REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman).
5. Attorney's Report (Fitzgerald).
6. Directors' Reports.
7. [General Manager's Report \(Heldmaier\).](#)

**FUTURE AGENDAS**

**CONVENE IN CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** (Government Code §54956.9(d)(1))

Case Name: *City of Half Moon Bay v. Granada Community Services District, et al.* (Santa Clara County Superior Court No. 17CV316927)

Case Name: *Sabrina Brennan v. Montara Water and Sanitary District* (San Mateo County Superior Court No. 8345693)

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION** Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (2 potential cases)

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION** (Government Code §54956.9(d)(4)) Initiation of Litigation (1 potential cases)

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch Under Negotiation: Price and Terms of Payment.

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**ADJOURNMENT**

The District has a curfew of 10:30 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.



**MONTARA WATER & SANITARY**  
**DISTRICT**

**REGULAR BOARD OF DIRECTORS MEETING**  
**February 3, 2022**

**MINUTES**

**THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. DIRECTORS, STAFF AND THE PUBLIC PARTICIPATED REMOTELY VIA THE APPLICATION ZOOM**

**REGULAR SESSION BEGAN AT 7:32 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Dekker, Harvey, Lohman, and Slater-Carter

Directors Absent: none

Staff Present: Clemens Heldmaier, General Manager  
District Clerk, Tracy Beardsley

Others Present: District Counsel, Christine Fitzgerald  
District Sewer Engineer, Pippin Cavagnaro  
Kastama Consulting, Alison Kastama  
Christopher Boucher, Boucher Law

**PRESIDENT'S STATEMENT –**

Director Boyd stated that they have enjoyed the rain that they had and are still hoping for more rain. He thanked everyone for conserving and encouraged everyone to keep it up. He also mentioned that he just got his booster shot and is a bit tired and encouraged everyone to get their booster shot.

**ORAL COMMENTS - none**

**PUBLIC HEARING - none**

**CONSENT AGENDA**

- 1. Approve Minutes for Regular Scheduled Board Meeting January 6 and January 20, 2022, and Special Board Meeting January 19, 2022.**
- 2. Approve Financial Statements for December**
- 3. Approve Warrants for February 1, 2022**
- 4. SAM Flow Report**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for November 2021**

Director Dekker asked that the *Water Production Report* be pulled from the agenda for discussion. He said that 191,000 gallons in December seems like a very low number. What was the reason for that?

General Manager Clemens Heldmaier replied during heavy rains they are not able to run the plant due to the debris and solubles coming in, especially during the first rains. They are looking for the cleaner spring water that comes out above the diversion structure. The surface water runoff is just too dirty for their treatment plant.

Director Harvey asked if the North Airport Well is a regular producer for the District.

General Manager Clemens Heldmaier replied that it produces little water and is usually only run for water quality testing purposes. However, if needed, it is used as supplemental sources.

Director Lohman asked if it is part of the project that Ms. Yurovsky talked about at the last meeting.

General Manager Clemens Heldmaier replied that it is not part of the Pillar Ridge wells. The Pillar Ridge wells are good consistent producers and are used quite a bit.

Director Lohman made a motion to approve the Consent Agenda items 1-10, and Director Slater-Carter seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

**OLD BUSINESS - none**

**NEW BUSINESS**

**1. Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.**

General Manager Clemens Heldmaier stated this resolution allows them to hold meetings via teleconference for this month. Staff recommendation is to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic.

Director Lohman made a motion to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic. Director Slater-Carter seconded the motion and the motion passed unanimously 5-0.

**2. Review and Possible Action Concerning Temporary Amendment to Personnel Manual and General Manager's Employment Agreement Concerning Vacation Payout and accruals Due to the COVID-19 Pandemic.**

General Manager Clemens Heldmaier stated they passed a similar resolution last year. This allows more flexibility to schedule vacation during the pandemic. It allows more hours to roll over for vacation time and an increase in what can be paid out this year.

Christopher Boucher stated this is related to the continuing effects of COVID. In 2020, the District declared a state of emergency as a result of the circumstances related to COVID. Even though the District is small but mighty, one or two absences can significantly impact operations. This is identical to what was passed last year. It allows employees to bank additional hours if they are not able to take vacation, especially for employees reaching their cap; they can defer it and/or sell back some of it. Also, in allowing employees the ability to sell hours now, it reduces long term liability as vacation time is payable at the time of separation and there are the continuing effects of compounding due to subsequent cost of living adjustments and so forth. It is also a way to recognize employees and encourage them to provide dedicated service to the District.

Director Lohman said he supports this 100 percent.

Director Slater-Carter commented that the Sewer Authority Mid-Coastside has also done this. It is a way to recognize how much staff is doing for them. She supports this.

Director Boyd added that it is easy for people to work really hard and forget to take time off. Taking time is really important to re-charge. He supports this and encourages employees to take the time off to re-charge.

Director Harvey made a motion to adopt the resolution adopting a temporary amendment to the Personnel Manual and General Manager's Employment Agreement concerning vacation payout and accruals due to the COVID-19 Pandemic. Director Slater-Carter seconded the motion, and the motion passed unanimously 5-0.

## **REPORTS**

### **1. Sewer Authority Mid-Coastside Meeting (SAM) (Slater-Carter)-**

Director Lohman stated the big debate was the Non-Domestic Waste Control Source (NDWCS) program. It was agreed that agencies will deal with their clients and will submit the permits to SAM, and SAM will sign the permit as long as the criterion from SAM is met. The program is now running; the documents have been submitted to the State and the State should be satisfied that they are doing something, and they have a plan.

Director Slater-Carter added that General Manager Kishen Prathivadi talked to the Regional Water Quality Board, and they gave SAM an extension to the middle of March to get the work done. He has hired a specialist to work with the businesses on the permits. He was concerned that he would not have enough money for the consultant and will get the program up and running now for the first half and come back to the Board for more money later.

Director Slater-Carter said they also discussed succession planning at their Operations Committee. SAM has six employees who are expected to be retiring in the next 3-5 years. They will need to be increasing staff. SAM is also a 20<sup>th</sup> century plant, and all the new people coming in have no experience working with the old technology.

Director Harvey thanked staff, Director Slater-Carter, District Counsel Christine Fitzgerald, and Director Lohman for their hard work in getting the Non-Domestic Waste Source Control program running. He understands it was not easy.



Gregg Dieguez asked if there is a provision for continuous monitoring of any of the clients in any of the districts? Or continuous monitoring by the major pipes which constitutes the inflow to the plant? In other words, separating Montara, El Granada, and Half Moon Bay. Are there any provisions to do any of those things?

Director Slater-Carter said it has not been discussed at the SAM Board level.

Gregg Dieguez asked what the impact to rate-payers will be for the Non-Domestic Waste Source Control program.

Director Boyd said the program is intended to be self-funding.

Gregg Dieguez asked if is there a way of auditing that?

Director Lohman commented to ask Peter Medina.

Director Boyd added that they know what fees have been assessed and paid, and they should be accounting for the costs, and they should roughly net out. For many years, the NDWSC program has been a ministerial piece of business. Someone from SAM would talk to the businesses, and it was largely a non-issue. It is remarkable how much time and effort has gone into resolving an issue that one agency attempted to turn into an issue. It was considerably more work than anticipated, but with a reasonably good outcome.

Director Slater-Carter added that the reason for this is because there was someone in charge of the NDWSC and left around 2005; she also did the lab work. The SAM general manager turnover started shortly after, no one oversaw it, and the program limped along. This BOD problem was a wake-up call, in her opinion, of the need of good solid leadership and management to keep track of things.

Director Boyd requested that the SAM reps find out what is going on with Half Moon Bay's flows. He recalls one of the attorneys in their final argument stating it is growing and may continue to grow. As partners, it would be good if they ask Half Moon Bay for any understanding they would be willing to share with them about what is going on. This is a substantial increase from just a few years ago. Since they are in business together, it may be an important consideration for planning for the plant. There may be a problem occurring that they are not aware of, and if that is the case, it should be addressed as soon as possible. Additionally, if percentages have shifted, then rates may need to be adjusted accordingly, and knowing now will give them time to plan and prevent rate shock. There is some metering at various points in the IPS, so there are some things they know about flows. And they use other meters in other places to calculate what is happening. They would love to have metering all over the place, but it is expensive and impractical. They have what they have, and it gets problematic from time to time, but it is part of how the system was built.

Director Lohman added that they re-initiated the Planning Committee, comprised of Ruddock, Matthew Clark, and him. They had a great meeting and identified the electrical systems as the top priority to fix and updating the costs. General Manager Kishen Prathivadi should be presenting that at the next SAM meeting.

## **2. Mid-Coast Community Council Meeting (Slater-Carter)**

Gregg Dieguez stated there are a group of over fifty-eight people working on trying to abate the airport noise. The MCC will probably have a session on that in the next month. At the MCC meeting, there was a last-minute change in the letter they adopted regarding off-leash dog-walking, supporting the pilot program off-leash dog walking at Quarry Park, but not Pillar Point bluff. There is concern about school traffic safety on unsigned intersections in Montara and he will be working with parents, the Superintendent and the Principal of the Farallone school, etc. to get the Department of Public Works to put in some traffic signs. He talked to the Half Moon Bay City Council and registered his concern about Half Moon Bay providing 80% of the peak flow on December 13<sup>th</sup> and that the plant exceeded its theoretical capacity. To him the implications are important. Among the many alternatives is to raise the thresholds on the door of the electrical building, seal the perimeter, and put a little slope around it (so water will not puddle). There is also the issue of temporarily suspending connections. The wet weather tanks were also close to overflowing as well. They are at risk until SAM can make corrections to fix the problems. There is also a lack of wet weather storage in Half Moon Bay, which is overdue. Also, Half Moon Bay needs to fix their inflow and infiltration (I&I). Half Moon Bay has a terrible I&I problem. PG&E has been doing camera surveys of sewers and laterals all over as a result of the San Bruno explosion. He believes the sewer surveys have been done in El Granada and Half Moon Bay and will confirm if that includes laterals as well. Hopefully, this will help them to determine the areas most in need of repair. For all the agencies, what is the action plan to prevent the plant from being overloaded and get Half Moon Bay to fix its part of the problem, etc.? The MCC also has its annual planning retreat this Saturday morning beginning at 8:30am. It is open to the public.

Director Boyd commented that the public should be informed about the activities MWSD does to prevent I&I. Maybe a presentation? In asking what their neighbors are doing, they need to be prepared to talk about what they do and compare notes and find out.

Director Slater-Carter stated that she would like someone to come in to clarify some of the misconceptions about I&I and its sources. Maybe District Sewer Engineer Pippin Cavagnaro? Even if all the pipes were replaced and sealed, you will still have I&I. It is a non-point source problem. You can fix all the sources you can find, but there will always be new ones. New development does not cause I&I.

Director Boyd added that a heavy truck can drive over, make the ground shift a bit, causing the pipe to crack a smidge. Water likes to flow just outside of the pipes and will go into the first crack it runs into. It is a tough problem.

Michelle Dragony said she remembers Half Moon Bay was doing smoke testing.

Director Slater-Carter described that smoke testing is when smoke is added to sections of sealed pipes and they look for areas where it is coming out. Some homeowners have attached their roof drain system to their sewer lateral to keep the yard dry. It is bad for the sewer.

Director Lohman added that it was also illegal.

General Manager Clemens Heldmaier thanked Gregg Dieguez for the information about PG&E. MWSD signed up for the camera surveys about 10 years ago, is he hopes he will hear from them soon (now that El Granada and Half Moon Bay is done). The Montara Water and Sanitary District (MWSD) is one of the few districts that will replace homeowners' sewer laterals along the sewer line being rehabilitated at no cost to the homeowner. When they talk about I&I, they will also include this capital improvement project being done to reduce I&I.

### **3. CSDA Report (Lohman) – none**

### **4. Local Agency Formation Commission (LAFCo) Report (Lohman)**

Director Lohman stated Martha Poyatos retired, and they are looking at how to replace her. A legislative committee is coming up. LAFCo has announced there is an open position for the Public Member and alternate. If anyone is interested in applying, please contact him. Anyone in the County can apply but cannot hold elected office.

### **5. Attorney's Report (Fitzgerald) - none**

### **6. Directors' Report - none**

### **7. General Manager's Report (Heldmaier) –**

General Manager Clemens Heldmaier said a new newsletter has been mailed out and is also on the website. Pillar Ridge residents are included now.

## **FUTURE AGENDAS**

District Counsel Christine Fitzgerald stated that Director Lohman will be recusing himself from the item in Closed Session agenda pertaining to Real property negotiations due to a conflict of interest under Government code section §87100. His video and audio will be turned off. He will not be in the meeting during this time.

**BRIEF RECESS at 8:30 pm**

**CONVENE IN CLOSED SESSION 8:35 pm**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al. (Santa Clara County Super, Crt. No. 17CV316927)*

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- Significant Exposure to Litigation pursuant to Paragraph (2) of subdivision (d) of Government Code §54956.9 (1 potential case)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- (Government Code §54956.9 (d)(4) Initiation of Litigation (1 potential case)

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** (Government Code §54956.9(d)(1)) Case Name: *Montara Water and Sanitary District v. The Dow Chemical Company, et al. (San Bernardino County Superior Court No. CGC-05-438267)*

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch

Under Negotiation: Price and Terms of Payment.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Government Code §54957(b)(1)) Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS** (Government Code §54957.6)

Unrepresented Employee: General Manager

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**ADJOURNMENT at**

The district has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

Respectfully Submitted,

Signed \_\_\_\_\_  
Secretary

Approved on the 3rd, March 2022

Signed \_\_\_\_\_  
President



**MONTARA WATER & SANITARY**  
**DISTRICT**

**REGULAR BOARD OF DIRECTORS MEETING**  
**February 17, 2022**

**MINUTES**

**THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. DIRECTORS, STAFF AND THE PUBLIC PARTICIPATED REMOTELY VIA THE APPLICATION ZOOM**

**REGULAR SESSION BEGAN AT 7:33 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Dekker, Harvey, and Lohman; Slater-Carter (joined at 7:50pm)

Directors Absent: none

Staff Present: Clemens Heldmaier, General Manager  
District Clerk, Tracy Beardsley

Others Present: District Counsel, Christine Fitzgerald  
District Accountant, Peter Medina  
Kastama Consulting, Alison Kastama

**PRESIDENT'S STATEMENT –**

Director Boyd stated that they have enjoyed the beautiful weather. He saw on the news they are in the midst of a megadrought, one of the biggest the West Coast has ever seen. He thanked everyone for conserving and encouraged everyone to keep it up and together they will get through it.

## **ORAL COMMENTS**

Carlisle Young stated asked if the Montara Water and Sanitary District (MWSD) has considered becoming a Parks district.

Director Boyd said it has not been on the agenda. They have not had any discussions about it.

Carlisle Young asked what would it take?

Director Boyd replied that it would depend on the scope involved. They have some trails running over the MWSD property and those trails are maintained and open by order of the Coastal Commission. So, to some degree, they are already doing some things that provide some public serving light recreational opportunities. If other opportunities present and there is enough demand, the Board is always willing to discuss next steps to meet the community's needs. But in terms of actually taking organized steps in a direction that might involve an organizational change or activating other powers, that has not been discussed yet. Certainly, there is an interest in doing more for the community. They know there are a rich set of resources here, and it would be great if there were some level of management of the resources to be of more service to the community. They have often shown a willingness and readiness to look into things, but for the moment, that is where they are.

**PUBLIC HEARING - none**

**CONSENT AGENDA - none**

**OLD BUSINESS - none**

**NEW BUSINESS**

### **1. Review and Possible Action Concerning Mid-Year Budget Review.**

General Manager Clemens Heldmaier said this review is done mid-year every year to review how they are doing. He considers it to be the start of budgeting season. He is looking forward to working with the Finance Committee on the budget in the coming months.

District Accountant Peter Medina stated this mid-year budget review comes in quickly after the fiscal year end budget vs. actual, because of the audit process

going until October, November, December, preparing that report. They usually wait until the auditors give them their unqualified audit opinion and then they prepare the fiscal year end. Then, right after February they do the mid-year budget, since six months have passed of operations. In capturing of what they have, they are a month behind due to the check clearing processing process, as there is a lag. They are capturing six months of activity, and the budget looks pretty good. He is looking at how close they are 50% of budget. Revenues are high. Fees are high due to mainline extensions for the Water and Sewer sides. Property taxes are high partly due to ERAF revenue this year. For sewer expenditures, professional services are higher because they include litigation. Facilities had some repairs and telephone and internet and were higher than expected. The CIP program is lagging behind expectations.

On the water side, the cell tower lease has all been shifted to the Sewer side. Treatment testing have been above normal, and CIP below average. Personnel is lower than expected, due to various reasons.

Director Dekker commented that the line item for *Total Cash Flow Provided by all activities* is missing on the statement.

The year-by-year sheet indicates a shift, as the water reliability charge is allocated consistently now. Professional services have gone up quite a bit, consulting and legal being the largest. For Water, cell tower lease funds are going to Sewer. The major driver is payroll. They have been short-staffed, among other things. The next four pages are the full general ledger accounts.

Carlyle Young asked where were the legal fees for the SAM lawsuit.

District Accountant Peter Medina replied that they are not specified, but rolled into legal services. Page 5, indicates GL codes 5430 is general legal, and 5440 is litigation.

## **REPORTS**

### **1. Sewer Authority Mid-Coastside Meeting (SAM) (Slater-Carter)-**

Director Slater-Carter said they had a Finance Committee meeting today, and the topic was auditors and audits. They are moving forward with the Annual Comprehensive Financial Report (ACFR).

District Accountant Peter Medina said they are discussing finding a new auditing firms/auditor for SAM, as specified by law.

Director Slater-Carter said she want to get a process for the RFP for new auditors in place, so future Boards and management will have guidance. At the



last SAM Board, they talked about buying pumps for various uses, and getting the Non-Domestic Waste Source Control program going. They hired a consultant to help them get it started.

**2. Mid-Coast Community Council Meeting (Slater-Carter) - none**

**3. California Special DA Report (Lohman) – none**

**4. Local Agency Formation Commission (LAFCo) Report (Lohman)**

Director Lohman said the Legislative Committee meeting is next week.

**5. Attorney’s Report (Fitzgerald) - none**

**6. Directors’ Report**

Director Boyd stated the matter of Half Moon Bay suing Granada and MWSD the court ruling was made final last week, much unchanged from the preliminary ruling.

Carlyle Young commented as a rate payer she would like to see that Granada and Montara recover their legal costs for this frivolous lawsuit.

Director Boyd commended District Counsel Christine Fitzgerald for her hard work in this difficult case.

**7. General Manager’s Report (Heldmaier) – none**

**FUTURE AGENDAS**

**BRIEF RECESS at 8:30 pm**

**CONVENE IN CLOSED SESSION 8:35 pm**

**The Board did not discuss the *Conference with Real Property Negotiators* closed session item.**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al. (Santa Clara County Super, Crt. No. 17CV316927)*

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- Significant Exposure to Litigation pursuant to Paragraph (2) of subdivision (d) of Government Code §54956.9 (2 potential case)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- (Government Code §54956.9 (d)(4) Initiation of Litigation (2 potential case)

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** (Government Code §54956.9(d)(1)) Case Name: *Montara Water and Sanitary District v. The Dow Chemical Company, et al.* (San Bernardino County Superior Court No. CGC-05-438267)

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch

Under Negotiation: Price and Terms of Payment.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Government Code §54957(b)(1)) Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS** (Government Code §54957.6)

Unrepresented Employee: General Manager

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**The Board did not discuss the *Conference with Real Property Negotiators* closed session item.**

**ADJOURNMENT at 11:10 pm**

The district has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

Respectfully Submitted,

Signed \_\_\_\_\_  
Secretary

Approved on the 3rd, March 2022

Signed \_\_\_\_\_  
President



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Unaudited Financial Statements – Executive  
Summary**

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## **Budget vs. Actual – Sewer July 2021 thru January 31, 2022 - Variances over \$2,000:**

- 4400 Fees, \$24,972 above Budget – December 2021 included \$3k payment from Chaney Construction. Variance will balance as we progress through the year.
- 4610 Property Tax Receipts, \$227,850 above Budget – Property taxes collected outside of budgeted months. Large payment of \$96k received in January 2022.
- 4710 Sewer Service Charges, \$270,226 below Budget – Large payment of \$1.7M received in December 2021. Variance will balance as we progress through the year.
- 4720 Sewer Service Refunds, Customers, \$17,603 above budget - Refund of \$12k issued in December 2021.
- **Overall Total Operating Income for the period ending January 31, 2022 was \$34,128 below budget. Total income received to date is \$2,201,709.**
- 5190 Bank Fees, \$2,263 above Budget – Annual fee for I-Bank was paid in July.
- 5200 Board of Directors, \$44,132 below Budget – No election expenses paid to date.
- 5300 Insurance, \$11,730 above Budget – Property insurance renewal was paid in November 2021.
- 5400 Legal, \$42,534 above Budget – Larger litigation expenses incurred from July 2021 to January 2022, related to HMB vs. MWSD, GCSD.
- 5510 Maintenance, Office, \$3,690 above Budget – Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5540 Office Supplies, \$2,148 below Budget – Variance will balance as we progress through the year.
- 5560 Printing & Publishing, \$3,064 above Budget – Large printing expense of \$3,532.83 related to 3354ci printer in November.
- 5610 Accounting, \$4,500 below Budget – Due to timing.
- 5620 Audit, \$5,785 above Budget – Due to timing.
- 5640 Data Services, \$5,491 above Budget – Large bill of \$8K paid in August for EDS parcel management.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5710 San Mateo Co. Tax Roll Charges, \$7,159 above Budget – Large bill of \$7K paid in January 2022 to Recology of Coastside.
- 5720 Telephone & Internet, \$10,195 above Budget – Variance will balance throughout Fiscal Year.
- 5800 Labor, \$7,313 below Budget – Management wages & payroll taxes lower than expected.
- 6170 Claims, Property Damage, \$11,667 below Budget – No claims paid to date.
- 6200 Engineering, \$6,017 above Budget – Large bill of \$8K paid in January 2022 to Nute Engineering. Variance will balance throughout Fiscal Year.
- 6600 Collection/Transmission, \$5,833 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.
- 6940 SAM Maintenance, Collection Sys, \$19,160 below Budget – Due to timing.
- 6950 SAM Maintenance, Pumping, \$8,489 below Budget – Due to timing.
- **Overall Total Operating Expenses for the period ending January 31, 2022, were \$67,626 below Budget.**
- **Total overall Expenses for the period ending January 31, 2022, were \$32,316 below budget. For a net ordinary Income of \$1,812 budget vs. actual. Actual net ordinary Income is \$532,988.**
- 7100 Connection Fees, \$43,882 below Budget – No new connection fees for new construction received in January.
- 7200 Interest Income, LAIF, \$23,426 below budget – Q1/Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$140,145 above Budget – Variance will balance throughout Fiscal Year.
- 9200 I-Bank Loan, \$8,827 below Budget - Due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2021 thru January 31, 2022 - Variances over \$2,000:**

- 4400 Fees, \$91,851 above Budget – Large payment received for \$88K in November 2021.
- 4610 Property Tax Receipts, \$227,850 above Budget – Property taxes collected outside of budgeted months. Large payment of \$96k received in January 2022.
- 4740 Testing Backflow, \$8,980 above Budget – Higher number of testing occurred.
- 4810 Water Sales, Domestic, \$58,893 below Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending January 31, 2022 was \$270,590 above budget. Total revenue received to date is \$1,534,132.**
- 5200 Board of Directors, \$44,132 below Budget – No election expenses paid to date.
- 5240 CDPH Fees, \$8,123 above Budget – Variance will balance out further into fiscal year.
- 5300 Insurance, \$3,208 below Budget – No fees paid to date.
- 5400 Legal, \$36,255 below Budget – Legal expenses are lower than anticipated.
- 5510 Maintenance, Office, \$4,265 above Budget - Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5530 Memberships, \$4,095 above Budget – 2022 Annual Agency Dues paid in November for \$15K.
- 5540 Office Supplies, \$2,148 below Budget – Variance will balance out further into fiscal year.
- 5550 Postage, \$2,817 above Budget – expenses are higher than anticipated.
- 5610 Accounting, \$4,500 below Budget – Due to timing.
- 5620 Audit, \$5,786 above Budget – Due to timing.
- 5640 Data service, \$2,892 below Budget – Due to timing.
- 5710 San Mateo Co. Tax Roll Charges, \$7,276 above Budget – Large bill of \$7K paid in January 2022 to Recology of Coastsides.
- 5720 Telephone & Internet, \$11,452 above Budget - Variance will balance out further into fiscal year.
- 5800 Labor, \$59,475 below Budget – Difference due to timing in payment of workers compensation premiums which are paid on a quarterly basis, and Staff wages being lower than budgeted mainly.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$5,833 below Budget – No costs paid to date.
- 6180 Communications, \$5,526 below Budget – Minimal costs paid to date.
- 6195 Education & Training, \$4,730 below Budget – Minimal costs paid to date.
- 6200 Engineering, \$48,902 below Budget – Minimal costs paid to date.
- 6400 Pumping, \$15,087 below Budget – Minimal costs to date.
- 6500 Supply, \$10,667 below Budget – Minimal costs to date.
- 6700 Treatment, \$18,359 above Budget – Larger costs than anticipated.
- **Overall Total Operating Expenses for the period ending January 31, 2022 were \$67,738 below Budget.**
- **Total overall Expenses for the period ending January 31, 2022 were \$180,884 below budget. For a net ordinary income of \$451,474 budgeted vs. actual. Actual net ordinary income is \$560,659.**
- 7100 Connection Fees, \$73,224 above Budget – Budget is divided evenly over twelve months. Variance will balance out throughout the fiscal year. One new connection in January 2022.
- 7600 Bond Revenues, G.O, \$75,506 below Budget - Due to timing.
- 7650 Water System Reliability, \$542,892 above Budget – Received higher charges than anticipated.
- 8000 CIP, \$355,093 below Budget – More projects will begin later in fiscal year.
- 9100 GO Bond interest expense \$71,107 below Budget - Due to timing.
- 9150 SRF Loan, \$33,819 below Budget - Variance will balance out further into fiscal year.

## RECOMMENDATION:

This is for Board information only

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2021 through January 2022

	Jul '21 - Jan 22	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	46,579.96	45,045.00	1,534.96
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,552.00	2,100.00	2,452.00
4420 · Administrative Fee (Remodel)	0.00	583.31	-583.31
4430 · Inspection Fee (New Constr)	4,304.00	2,041.69	2,262.31
4440 · Inspection Fee (Remodel)	0.00	583.31	-583.31
4450 · Mainline Extension Fees	6,000.00		
4460 · Remodel Fees	16,881.00	2,333.31	14,547.69
4470 · Other Fees	876.40		
<b>Total 4400 · Fees</b>	<b>32,613.40</b>	<b>7,641.62</b>	<b>24,971.78</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	366,724.57	138,875.00	227,849.57
4710 · Sewer Service Charges	1,762,383.05	2,032,608.69	-270,225.64
4720 · Sewer Service Refunds, Customer	-20,519.92	-2,916.69	-17,603.23
4760 · Waste Collection Revenues	13,720.15	14,583.31	-863.16
4990 · Other Revenue	71.52		
<b>Total Income</b>	<b>2,201,708.73</b>	<b>2,235,836.93</b>	<b>-34,128.20</b>
<b>Gross Profit</b>	<b>2,201,708.73</b>	<b>2,235,836.93</b>	<b>-34,128.20</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	6,346.12	4,083.31	2,262.81
5200 · Board of Directors			
5210 · Board Meetings	1,950.00	1,750.00	200.00
5220 · Director Fees	3,793.38	4,375.00	-581.62
5230 · Election Expenses	0.00	43,750.00	-43,750.00
<b>Total 5200 · Board of Directors</b>	<b>5,743.38</b>	<b>49,875.00</b>	<b>-44,131.62</b>
5250 · Conference Attendance	0.00	1,458.31	-1,458.31
5270 · Information Systems	2,896.12	2,333.31	562.81
5300 · Insurance			
5310 · Fidelity Bond	0.00	291.69	-291.69
5320 · Property & Liability Insurance	14,938.58	2,916.69	12,021.89
<b>Total 5300 · Insurance</b>	<b>14,938.58</b>	<b>3,208.38</b>	<b>11,730.20</b>
5350 · LAFCO Assessment	0.00	1,458.31	-1,458.31
5400 · Legal			
5420 · Meeting Attendance, Legal	5,079.00		
5430 · General Legal	36,363.26	116,666.69	-80,303.43
5440 · Litigation	117,758.90		
<b>Total 5400 · Legal</b>	<b>159,201.16</b>	<b>116,666.69</b>	<b>42,534.47</b>
5510 · Maintenance, Office	8,357.04	4,666.69	3,690.35
5530 · Memberships	3,807.50		
5540 · Office Supplies	1,644.12	3,791.69	-2,147.57
5550 · Postage	70.00	233.31	-163.31
5560 · Printing & Publishing	3,938.71	875.00	3,063.71

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2021 through January 2022

	Jul '21 - Jan 22	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	18,250.00	22,750.00	-4,500.00
5620 · Audit	13,660.50	7,875.00	5,785.50
5630 · Consulting	28,632.28	29,166.69	-534.41
5640 · Data Services	9,283.00	3,791.69	5,491.31
5650 · Labor & HR Support	1,494.50	1,458.31	36.19
5660 · Payroll Services	604.97	583.31	21.66
<b>Total 5600 · Professional Services</b>	<b>71,925.25</b>	<b>65,625.00</b>	<b>6,300.25</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>7,275.56</b>	<b>116.69</b>	<b>7,158.87</b>
<b>5720 · Telephone &amp; Internet</b>	<b>21,861.94</b>	<b>11,666.69</b>	<b>10,195.25</b>
<b>5730 · Mileage Reimbursement</b>	<b>792.37</b>	<b>116.69</b>	<b>675.68</b>
<b>5740 · Reference Materials</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	10,255.85	10,712.31	-456.46
5820 · Employee Benefits	24,636.50	25,563.44	-926.94
5830 · Disability Insurance	1,031.94	1,132.25	-100.31
5840 · Payroll Taxes	7,831.75	11,706.94	-3,875.19
5850 · PARS	10,248.43	10,462.69	-214.26
<b>5900 · Wages</b>			
5910 · Management	64,372.68	69,146.56	-4,773.88
5920 · Staff	82,389.51	82,050.50	339.01
5930 · Staff Certification	1,225.00	1,050.00	175.00
5940 · Staff Overtime	2,871.49	198.31	2,673.18
<b>Total 5900 · Wages</b>	<b>150,858.68</b>	<b>152,445.37</b>	<b>-1,586.69</b>
<b>5960 · Worker's Comp Insurance</b>	<b>1,220.81</b>	<b>1,373.75</b>	<b>-152.94</b>
<b>Total 5800 · Labor</b>	<b>206,083.96</b>	<b>213,396.75</b>	<b>-7,312.79</b>
<b>Total 5000 · Administrative</b>	<b>514,881.81</b>	<b>479,571.82</b>	<b>35,309.99</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	11,666.69	-11,666.69
6195 · Education & Training	0.00	583.31	-583.31
<b>6200 · Engineering</b>			
6220 · General Engineering	23,516.50	17,500.00	6,016.50
<b>Total 6200 · Engineering</b>	<b>23,516.50</b>	<b>17,500.00</b>	<b>6,016.50</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6330 · Facilities</b>			
6335 · Alarm Services	2,952.36	2,916.69	35.67
6337 · Landscaping	5,400.00	3,500.00	1,900.00
<b>Total 6330 · Facilities</b>	<b>8,352.36</b>	<b>6,416.69</b>	<b>1,935.67</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	20,543.46	26,250.00	-5,706.54
6420 · Pumping Maintenance, Generators	903.00		
6430 · Pumping Maintenance, General	3,503.76		
<b>Total 6400 · Pumping</b>	<b>24,950.22</b>	<b>26,250.00</b>	<b>-1,299.78</b>



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2021 through January 2022

	Jul '21 - Jan 22	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	5,833.31	-5,833.31
<b>Total 6600 · Collection/Transmission</b>	0.00	5,833.31	-5,833.31
<b>6770 · Uniforms</b>	0.00	116.69	-116.69
<b>6800 · Vehicles</b>			
6810 · Fuel	440.50	583.31	-142.81
6820 · Truck Equipment, Expensed	0.00	93.31	-93.31
6830 · Truck Repairs	54.44	583.31	-528.87
<b>Total 6800 · Vehicles</b>	494.94	1,259.93	-764.99
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	165,986.46	193,650.94	-27,664.48
6920 · SAM Operations	894,021.45	894,021.31	0.14
6940 · SAM Maintenance, Collection Sys	4,172.90	23,333.31	-19,160.41
6950 · SAM Maintenance, Pumping	32,344.49	40,833.31	-8,488.82
<b>Total 6900 · Sewer Authority Midcoastside</b>	1,096,525.30	1,151,838.87	-55,313.57
<b>Total 6000 · Operations</b>	1,153,839.32	1,221,465.49	-67,626.17
<b>Total Expense</b>	1,668,721.13	1,701,037.31	-32,316.18
<b>Net Ordinary Income</b>	532,987.60	534,799.62	-1,812.02
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	0.00	58,333.31	-58,333.31
7120 · Connection Fees (Remodel)	43,618.50	29,166.69	14,451.81
<b>Total 7100 · Connection Fees</b>	43,618.50	87,500.00	-43,881.50
<b>7200 · Interest Income - LAIF</b>	6,574.03	30,000.00	-23,425.97
<b>Total 7000 · Capital Account Revenues</b>	50,192.53	117,500.00	-67,307.47
<b>Total Other Income</b>	50,192.53	117,500.00	-67,307.47
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	1,252,473.44	1,112,028.75	140,444.69
<b>Total 8000 · Capital Improvement Program</b>	1,252,473.44	1,112,028.75	140,444.69

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2021 through January 2022

	Jul '21 - Jan 22	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	7,112.05	6,974.76	137.29
9200 · I-Bank Loan	11,872.96	20,700.00	-8,827.04
<b>Total 9000 · Capital Account Expenses</b>	<b>18,985.01</b>	<b>27,674.76</b>	<b>-8,689.75</b>
<b>Total Other Expense</b>	<b>1,271,458.45</b>	<b>1,139,703.51</b>	<b>131,754.94</b>
<b>Net Other Income</b>	<b>-1,221,265.92</b>	<b>-1,022,203.51</b>	<b>-199,062.41</b>
<b>Net Income</b>	<b>-688,278.32</b>	<b>-487,403.89</b>	<b>-200,874.43</b>

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July 2021 through January 2022

	Jul '21 - Jan 22	Water Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	0.00	0.00	0.00
4400 · Fees			
4410 · Administrative Fee (New Constr)	5,121.00	2,916.69	2,204.31
4420 · Administrative Fee (Remodel)	569.00		
4430 · Inspection Fee (New Constr)	5,187.00	2,333.31	2,853.69
4440 · Inspection Fee (Remodel)	538.00	583.31	-45.31
4450 · Mainline Extension Fees	88,019.00	1,750.00	86,269.00
4460 · Remodel Fees	0.00	0.00	0.00
<b>Total 4400 · Fees</b>	<b>99,434.00</b>	<b>7,583.31</b>	<b>91,850.69</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	366,724.52	138,875.00	227,849.52
4740 · Testing, Backflow	19,480.00	10,500.00	8,980.00
4810 · Water Sales, Domestic	1,049,440.35	1,108,333.31	-58,892.96
4850 · Water Sales Refunds, Customer	-1,713.04	-1,750.00	36.96
4990 · Other Revenue	630.15		
<b>Total Income</b>	<b>1,534,131.98</b>	<b>1,263,541.62</b>	<b>270,590.36</b>
<b>Gross Profit</b>	<b>1,534,131.98</b>	<b>1,263,541.62</b>	<b>270,590.36</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	225.90	875.00	-649.10
5200 · Board of Directors			
5210 · Board Meetings	1,950.00	1,750.00	200.00
5220 · Director Fees	3,793.38	4,375.00	-581.62
5230 · Election Expenses	0.00	43,750.00	-43,750.00
<b>Total 5200 · Board of Directors</b>	<b>5,743.38</b>	<b>49,875.00</b>	<b>-44,131.62</b>
5240 · CDPH Fees	15,706.51	7,583.31	8,123.20
5250 · Conference Attendance	0.00	1,750.00	-1,750.00
5270 · Information Systems	2,896.13	2,916.69	-20.56
5300 · Insurance			
5310 · Fidelity Bond	0.00	291.69	-291.69
5320 · Property & Liability Insurance	0.00	2,916.69	-2,916.69
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>3,208.38</b>	<b>-3,208.38</b>
5350 · LAFCO Assessment	0.00	1,750.00	-1,750.00
5400 · Legal			
5430 · General Legal	44,601.25	81,666.69	-37,065.44
5440 · Litigation	810.00		
<b>Total 5400 · Legal</b>	<b>45,411.25</b>	<b>81,666.69</b>	<b>-36,255.44</b>
5510 · Maintenance, Office	8,931.42	4,666.69	4,264.73
5530 · Memberships	19,844.50	15,750.00	4,094.50
5540 · Office Supplies	1,644.13	3,791.69	-2,147.56
5550 · Postage	8,067.02	5,250.00	2,817.02
5560 · Printing & Publishing	4,483.18	2,916.69	1,566.49

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2021 through January 2022

	Jul '21 - Jan 22	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	18,250.00	22,750.00	-4,500.00
5620 · Audit	13,660.50	7,875.00	5,785.50
5630 · Consulting	30,487.20	32,083.31	-1,596.11
5640 · Data Services	899.50	3,791.69	-2,892.19
5650 · Labor & HR Support	1,494.50	1,166.69	327.81
5660 · Payroll Services	604.99	583.31	21.68
<b>Total 5600 · Professional Services</b>	<b>65,396.69</b>	<b>68,250.00</b>	<b>-2,853.31</b>
5710 · San Mateo Co. Tax Roll Charges	7,275.55	0.00	7,275.55
5720 · Telephone & Internet	26,035.18	14,583.31	11,451.87
5730 · Mileage Reimbursement	844.36	875.00	-30.64
5740 · Reference Materials	0.00	466.69	-466.69
5790 · Other Administrative	0.00	0.00	0.00
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	25,523.40	25,703.44	-180.04
5820 · Employee Benefits	66,910.83	62,577.69	4,333.14
5830 · Disability Insurance	2,408.56	2,717.19	-308.63
5840 · Payroll Taxes	25,250.17	29,430.94	-4,180.77
5850 · PARS	22,845.01	22,390.06	454.95
<b>5900 · Wages</b>			
5910 · Management	64,372.82	69,146.56	-4,773.74
5920 · Staff	259,771.91	307,374.06	-47,602.15
5930 · Staff Certification	6,825.00	6,650.00	175.00
5940 · Staff Overtime	31,936.04	33,638.50	-1,702.46
5950 · Staff Standby	15,644.66	16,171.75	-527.09
<b>Total 5900 · Wages</b>	<b>378,550.43</b>	<b>432,980.87</b>	<b>-54,430.44</b>
5960 · Worker's Comp Insurance	6,392.21	11,555.81	-5,163.60
<b>Total 5800 · Labor</b>	<b>527,880.61</b>	<b>587,356.00</b>	<b>-59,475.39</b>
<b>Total 5000 · Administrative</b>	<b>740,385.81</b>	<b>853,531.14</b>	<b>-113,145.33</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	690.63	583.31	107.32
6170 · Claims, Property Damage	0.00	5,833.31	-5,833.31
6180 · Communications			
6185 · SCADA Maintenance	2,056.94	7,583.31	-5,526.37
<b>Total 6180 · Communications</b>	<b>2,056.94</b>	<b>7,583.31</b>	<b>-5,526.37</b>
6195 · Education & Training	520.00	5,250.00	-4,730.00
<b>6200 · Engineering</b>			
6220 · General Engineering	1,475.00	11,666.69	-10,191.69
6230 · Water Quality Engineering	19,622.51	58,333.31	-38,710.80
<b>Total 6200 · Engineering</b>	<b>21,097.51</b>	<b>70,000.00</b>	<b>-48,902.49</b>
6320 · Equipment & Tools, Expensed	6,513.47	4,666.69	1,846.78

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July 2021 through January 2022

	Water		\$ Over Budget
	Jul '21 - Jan 22	Budget	
<b>6330 · Facilities</b>			
6335 · Alarm Services	601.56	1,166.69	-565.13
6337 · Landscaping	11,100.00	8,750.00	2,350.00
<b>Total 6330 · Facilities</b>	11,701.56	9,916.69	1,784.87
<b>6370 · Lab Supplies &amp; Equipment</b>	781.74	2,333.31	-1,551.57
<b>6380 · Meter Reading</b>	119.13	291.69	-172.56
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	42,272.19	52,500.00	-10,227.81
6420 · Pumping Maintenance, Generators	4,170.00	5,833.31	-1,663.31
6430 · Pumping Maintenance, General	0.00	2,916.69	-2,916.69
6440 · Pumping Equipment, Expensed	129.31	408.31	-279.00
<b>Total 6400 · Pumping</b>	46,571.50	61,658.31	-15,086.81
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	253.13	1,458.31	-1,205.18
6520 · Maintenance, Wells	1,548.32	8,750.00	-7,201.68
6530 · Water Purchases	18,156.39	20,416.69	-2,260.30
<b>Total 6500 · Supply</b>	19,957.84	30,625.00	-10,667.16
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	5,690.20	2,916.69	2,773.51
6620 · Maintenance, Water Mains	24,929.75	29,166.69	-4,236.94
6630 · Maintenance, Water Svc Lines	7,909.82	11,666.69	-3,756.87
6640 · Maintenance, Tanks	437.50	2,916.69	-2,479.19
6650 · Maint., Distribution General	5,713.11	5,833.31	-120.20
6670 · Meters	11,167.72	2,333.31	8,834.41
<b>Total 6600 · Collection/Transmission</b>	55,848.10	54,833.38	1,014.72
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	26,763.31	11,666.69	15,096.62
6720 · Maintenance, Treatment Equip.	7,215.25	8,750.00	-1,534.75
6730 · Treatment Analysis	22,297.23	17,500.00	4,797.23
<b>Total 6700 · Treatment</b>	56,275.79	37,916.69	18,359.10
<b>6770 · Uniforms</b>	363.97	1,166.69	-802.72
<b>6800 · Vehicles</b>			
6810 · Fuel	5,030.52	4,083.31	947.21
6820 · Truck Equipment, Expensed	1,266.68	1,166.69	99.99
6830 · Truck Repairs	1,464.49	2,916.69	-1,452.20
<b>Total 6800 · Vehicles</b>	7,761.69	8,166.69	-405.00
<b>6890 · Other Operations</b>	2,826.91		
<b>Total 6000 · Operations</b>	233,086.78	300,825.07	-67,738.29
<b>Total Expense</b>	973,472.59	1,154,356.21	-180,883.62
<b>Net Ordinary Income</b>	560,659.39	109,185.41	451,473.98

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July 2021 through January 2022

	Jul '21 - Jan 22	Water Budget	\$ Over Budget
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	79,474.00	58,333.31	21,140.69
7130 · Conn. Fees, PFP (New Constr)	81,250.41	29,166.69	52,083.72
<b>Total 7100 · Connection Fees</b>	160,724.41	87,500.00	73,224.41
7600 · Bond Revenues, G.O.	498,229.34	573,735.19	-75,505.85
7650 · Water System Reliability	542,892.30	0.00	542,892.30
<b>Total 7000 · Capital Account Revenues</b>	1,201,846.05	661,235.19	540,610.86
<b>Total Other Income</b>	1,201,846.05	661,235.19	540,610.86
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8100 · Water	344,177.45	699,270.81	-355,093.36
<b>Total 8000 · Capital Improvement Program</b>	344,177.45	699,270.81	-355,093.36
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	6,698.26	77,805.00	-71,106.74
9125 · PNC Equipment Lease Interest	6,455.99	6,974.76	-518.77
9150 · SRF Loan	32,828.28	66,647.00	-33,818.72
9210 · Conservation Program/Rebates	600.00	0.00	600.00
<b>Total 9000 · Capital Account Expenses</b>	46,582.53	151,426.76	-104,844.23
<b>Total Other Expense</b>	390,759.98	850,697.57	-459,937.59
<b>Net Other Income</b>	811,086.07	-189,462.38	1,000,548.45
<b>Net Income</b>	<b>1,371,745.46</b>	<b>-80,276.97</b>	<b>1,452,022.43</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of January 31, 2022

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	2,893,909.79	0.00	2,893,909.79
CAMP Investment Fund	750,000.00	0.00	750,000.00
<b>LAIF Investment Fund</b>			
Capital Reserve	4,015,553.22	0.00	4,015,553.22
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
<b>Total LAIF Investment Fund</b>	<b>4,617,035.22</b>	<b>0.00</b>	<b>4,617,035.22</b>
<b>Total Sewer - Bank Accounts</b>	<b>8,260,945.01</b>	<b>0.00</b>	<b>8,260,945.01</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	997,622.65	997,622.65
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
<b>Restricted Cash</b>			
2020 GO Bonds Fund - Chase	0.00	1,125,842.74	1,125,842.74
Connection Fees Reserve	0.00	253,020.00	253,020.00
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>1,378,862.74</b>	<b>1,378,862.74</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>2,868,965.39</b>	<b>2,868,965.39</b>
<b>Total Checking/Savings</b>	<b>8,260,945.01</b>	<b>2,868,965.39</b>	<b>11,129,910.40</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-3,568.22	0.00	-3,568.22
Property Tax Receivable	431.15	0.00	431.15
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-13,198.86</b>	<b>0.00</b>	<b>-13,198.86</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	-167.36	-167.36
Accounts Rec. - Backflow	0.00	23,573.11	23,573.11
Accounts Rec. - Water Residents	0.00	156,765.14	156,765.14
Property Tax Receivable	0.00	431.15	431.15
Unbilled Water Receivables	0.00	249,060.61	249,060.61
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>429,662.65</b>	<b>429,662.65</b>
<b>Total Accounts Receivable</b>	<b>-13,198.86</b>	<b>429,662.65</b>	<b>416,463.79</b>
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>42,656.32</b>	<b>42,656.32</b>
<b>Total Current Assets</b>	<b>8,247,746.15</b>	<b>3,341,284.36</b>	<b>11,589,030.51</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	6,981,264.99	0.00	6,981,264.99
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,831,527.00	0.00	-9,831,527.00
<b>Total Sewer - Fixed Assets</b>	<b>6,985,499.73</b>	<b>0.00</b>	<b>6,985,499.73</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of January 31, 2022

<b>Water - Fixed Assets</b>			
General Plant	0.00	28,621,510.27	28,621,510.27
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-13,818,078.00	-13,818,078.00
<b>Total Water - Fixed Assets</b>	<u>0.00</u>	<u>16,945,089.05</u>	<u>16,945,089.05</u>
<b>Total Fixed Assets</b>	6,985,499.73	16,945,089.05	23,930,588.78
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	84,583.00	0.00	84,583.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
<b>Total Sewer - Other Assets</b>	2,772,130.08	0.00	2,772,130.08
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	188,265.00	188,265.00
Due from Sewer	0.00	1,015,460.68	1,015,460.68
<b>Total Water - Other Assets</b>	<u>0.00</u>	<u>1,203,725.68</u>	<u>1,203,725.68</u>
<b>Total Other Assets</b>	2,772,130.08	1,203,725.68	3,975,855.76
<b>TOTAL ASSETS</b>	<u><b>18,005,375.96</b></u>	<u><b>21,490,099.09</b></u>	<u><b>39,495,475.05</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	186,169.22	0.00	186,169.22
Accounts Payable - Water	0.00	102,365.68	102,365.68
<b>Total Accounts Payable</b>	186,169.22	102,365.68	288,534.90
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	26,411.68	0.00	26,411.68
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	28,864.39	0.00	28,864.39
<b>Total Sewer - Current Liabilities</b>	<u>65,271.10</u>	<u>0.00</u>	<u>65,271.10</u>
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	19,013.16	19,013.16
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-21,114.97	-21,114.97
GO Bonds - S/T	0.00	454,157.20	454,157.20
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	28,864.36	28,864.36
SRF Loan Payable X109 - Current	0.00	88,728.96	88,728.96
Temporary Construction Meter	0.00	29,886.33	29,886.33
<b>Total Water - Current Liabilities</b>	<u>0.00</u>	<u>603,605.20</u>	<u>603,605.20</u>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,419.29	0.00	-1,419.29
<b>Total Payroll Liabilities</b>	<u>-1,419.29</u>	<u>0.00</u>	<u>-1,419.29</u>
<b>Total Other Current Liabilities</b>	<u>45,870.81</u>	<u>563,584.20</u>	<u>609,455.01</u>
<b>Total Current Liabilities</b>	232,040.03	665,949.88	897,989.91
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	1,015,460.68	0.00	1,015,460.68
Accrued Vacations	25,210.09	0.00	25,210.09
I-Bank Loan	662,792.83	0.00	662,792.83
PNC Equip. Loan - L/T	353,643.77	0.00	353,643.77
<b>Total Sewer - Long Term Liabilities</b>	<u>2,057,107.37</u>	<u>0.00</u>	<u>2,057,107.37</u>



**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of January 31, 2022

<b>Water - Long Term Liabilities</b>			
2020 GO Bonds	0.00	6,145,071.11	6,145,071.11
Accrued Vacations	0.00	35,865.94	35,865.94
PNC Equip. Loan - L/T	0.00	353,643.83	353,643.83
SRF Loan Payable - X109	0.00	2,698,677.87	2,698,677.87
<b>Total Water - Long Term Liabilities</b>	0.00	9,233,258.75	9,233,258.75
<b>Deferred Inflows (Pensions)</b>			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
<b>Total Deferred Inflows (Pensions)</b>	11,473.00	25,537.00	37,010.00
<b>Total Long Term Liabilities</b>	2,068,580.37	9,258,795.75	11,327,376.12
<b>Total Liabilities</b>	2,300,620.40	9,924,745.63	12,225,366.03
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	732,052.03	0.00	732,052.03
<b>Total Sewer - Equity Accounts</b>	12,786,597.10	0.00	12,786,597.10
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-732,052.03	-732,052.03
<b>Total Water - Equity Accounts</b>	0.00	1,959,002.98	1,959,002.98
Equity Adjustment Account	3,606,436.78	8,234,605.02	11,841,041.80
Net Income	-688,278.32	1,371,745.46	683,467.14
<b>Total Equity</b>	15,704,755.56	11,565,353.46	27,270,109.02
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,005,375.96</b>	<b>21,490,099.09</b>	<b>39,495,475.05</b>

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2021 through June 2022**

Year to Date Cash Information	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Target Reserves</b>	<b>\$ Over/(Under) Targets</b>	<b>% Over/Under Targets</b>
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	3,536,057.78	3,089,496.88	2,830,027.26	2,862,974.00	1,651,598.61	4,319,574.12	2,893,909.79								
<b>Sewer - Reserve Accounts</b>															
CAMP	-	-	-	-	750,000.00	750,000.00	750,000.00								
LAIF -															
Capital Reserve	4,012,743.50	4,012,743.50	4,012,743.50	4,015,553.22	4,015,553.22	4,015,553.22	4,015,553.22						3,015,825.00	996,918.50	133%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00						150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00						486,261.00	(79,379.00)	84%
Sub-total	4,614,225.50	4,614,225.50	4,614,225.50	4,617,035.22	5,367,035.22	5,367,035.22	5,367,035.22	-	-	-	-	-			
<b>Water - Operations</b>															
Wells Fargo Operating - Water	904,988.43	920,081.06	935,565.86	951,916.00	967,019.35	984,569.84	997,622.65						329,816.00	575,172.43	274%
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00						1,948,750.00	(1,550,501.00)	20%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00						150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00						48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00								
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-	-	-	-			
<b>Water - Restricted accounts</b>															
JP Morgan Chase - Water 2020 GO Bonds Fund	1,117,227.94	625,455.15	625,455.15	632,946.29	649,934.84	649,934.84	1,125,842.74	-	-	-	-	-			
First Republic Bank - Water GO Bonds Fund	3,883.92	3,853.92	3,823.92	-	-	-	-	-	-	-	-	-			
Sub-total	3,883.92	3,853.92	3,823.92	-	-	-	-	-	-	-	-	-			
<b>Total Cash and equivalents</b>	<b>10,921,883.57</b>	<b>9,998,612.51</b>	<b>9,754,597.69</b>	<b>9,810,371.51</b>	<b>9,381,088.02</b>	<b>12,066,614.02</b>	<b>11,129,910.40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28						46,579.96	77,220.00	-30,640.04	60.32%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	1,707.00						4,552.00	3,600.00	952.00	126.44%
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)		1,076.00		538.00	538.00	538.00	1,614.00						4,304.00	3,500.00	804.00	122.97%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 · Mainline Extension Fees				6,000.00									6,000.00			
4460 · Remodel Fees	1,891.00	694.00	7,468.50	798.00	923.00	4,338.50	768.00						16,881.00	4,000.00	12,881.00	422.03%
4470 · Other Fees					876.40								876.40			
<b>Total 4400 · Fees</b>	1,891.00	2,908.00	7,468.50	7,905.00	2,906.40	5,445.50	4,089.00						32,613.40	13,100.00	19,513.40	248.96%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.16	1,214.48	220.94	26,124.08	134,154.83	97,229.08						366,724.57	277,750.00	88,974.57	132.03%
4710 · Sewer Service Charges						1,762,383.05							1,762,383.05	3,484,472.00	-1,722,088.95	50.58%
4720 · Sewer Service Refunds, Customer	-5,785.92				-2,380.00	-12,354.00							-20,519.92	-5,000.00	-15,519.92	410.4%
4760 · Waste Collection Revenues	1,053.19	3,584.83	912.03	3,348.70	829.64	3,123.99	867.77						13,720.15	25,000.00	-11,279.85	54.88%
4990 · Other Revenue				71.52									71.52			
<b>Total Income</b>	3,812.55	121,064.27	16,249.29	18,200.44	34,134.40	1,899,407.65	108,840.13						2,201,708.73	3,872,542.00	-1,670,833.27	56.85%
<b>Gross Profit</b>	3,812.55	121,064.27	16,249.29	18,200.44	34,134.40	1,899,407.65	108,840.13						2,201,708.73	3,872,542.00	-1,670,833.27	56.85%
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	2,739.72	575.21	608.21	568.67	624.88	613.41	616.02						6,346.12	7,000.00	-653.88	90.66%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		300.00	600.00	300.00						1,950.00	3,000.00	-1,050.00	65.0%
5220 · Director Fees		987.50	562.50		1,793.38	375.00	75.00						3,793.38	7,500.00	-3,706.62	50.58%
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>		1,287.50	1,012.50		2,093.38	975.00	375.00						5,743.38	85,500.00	-79,756.62	6.72%
5250 · Conference Attendance														2,500.00	-2,500.00	
5270 · Information Systems		332.50	62.50		1,823.00	453.12	225.00						2,896.12	4,000.00	-1,103.88	72.4%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	1,176.00				13,762.58								14,938.58	5,000.00	9,938.58	298.77%
<b>Total 5300 · Insurance</b>	1,176.00				13,762.58								14,938.58	5,500.00	9,438.58	271.61%
5350 · LAFCO Assessment														2,500.00	-2,500.00	
5400 · Legal																
5420 · Meeting Attendance, Legal					5,079.00								5,079.00			
5430 · General Legal		5,378.00	7,772.45		8,763.05	9,707.76	4,742.00						36,363.26	200,000.00	-163,636.74	18.18%
5440 · Litigation		27,870.23	9,552.11		42,779.96	16,446.80	21,109.80						117,758.90			
<b>Total 5400 · Legal</b>		33,248.23	17,324.56		56,622.01	26,154.56	25,851.80						159,201.16	200,000.00	-40,798.84	79.6%
5510 · Maintenance, Office		260.00	310.00	7,017.04	260.00	250.00	260.00						8,357.04	8,000.00	357.04	104.46%
5530 · Memberships					3,807.50								3,807.50			
5540 · Office Supplies		363.41	34.38		459.66	171.14	615.53						1,644.12	6,500.00	-4,855.88	25.29%
5550 · Postage		70.00											70.00	400.00	-330.00	17.5%
5560 · Printing & Publishing	46.90	370.44	43.99		3,574.72	57.63	-154.97						3,938.71	1,500.00	2,438.71	262.58%
5600 · Professional Services																
5610 · Accounting		1,900.00	5,100.00		5,300.00	2,200.00	3,750.00						18,250.00	39,000.00	-20,750.00	46.8%
5620 · Audit					13,660.50								13,660.50	13,500.00	160.50	101.19%
5630 · Consulting	5,148.83	409.78	3,060.20		9,758.74	779.57	9,475.16						28,632.28	50,000.00	-21,367.72	57.27%

**Montara Water & Sanitary District  
Revenue & Expenditures Budget vs. Actual - Sewer  
July 2021 through June 2022**

												<b>TOTAL</b>				
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
5640 · Data Services	899.50	8,383.50											9,283.00	6,500.00	2,783.00	142.82%
5650 · Labor & HR Support	213.50	213.50	427.00		213.50	213.50	213.50						1,494.50	2,500.00	-1,005.50	59.78%
5660 · Payroll Services	73.48	75.33	77.18	78.47	79.76	79.76	140.99						604.97	1,000.00	-395.03	60.5%
<b>Total 5600 · Professional Services</b>	<b>6,335.31</b>	<b>10,982.11</b>	<b>8,664.38</b>	<b>78.47</b>	<b>29,012.50</b>	<b>3,272.83</b>	<b>13,579.65</b>						<b>71,925.25</b>	<b>112,500.00</b>	<b>-40,574.75</b>	<b>63.93%</b>
5710 · San Mateo Co. Tax Roll Charges					119.00		7,156.56						7,275.56	200.00	7,075.56	3,637.78%
5720 · Telephone & Internet	3,033.81	3,391.66	3,446.05		6,481.13	2,423.88	3,085.41						21,861.94	20,000.00	1,861.94	109.31%
5730 · Mileage Reimbursement		70.20	722.17										792.37	200.00	592.37	396.19%
5740 · Reference Materials																
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,511.73	1,515.71	1,490.85	1,450.84	1,488.40	1,263.62	1,534.70						10,255.85	18,364.00	-8,108.15	55.85%
5820 · Employee Benefits	3,545.56	3,545.56	7,091.12		3,545.56	3,454.35	3,454.35						24,636.50	43,823.00	-19,186.50	56.22%
5830 · Disability Insurance	147.42	147.42	147.42		294.84	147.42	147.42						1,031.94	1,941.00	-909.06	53.17%
5840 · Payroll Taxes	1,084.62	1,088.97	1,061.98	1,018.25	1,059.31	839.82	1,678.80						7,831.75	20,069.00	-12,237.25	39.02%
5850 · PARS	1,460.40	1,470.93	1,470.94	1,433.32	1,470.95	1,508.56	1,433.33						10,248.43	17,936.00	-7,687.57	57.14%
5900 · Wages																
5910 · Management	9,178.24	9,178.24	9,190.74	9,190.74	9,190.74	9,265.74	9,178.24						64,372.68	118,537.00	-54,164.32	54.31%
5920 · Staff	11,674.71	11,900.44	11,825.20	11,288.59	11,825.19	12,586.79	11,288.59						82,389.51	140,658.00	-58,268.49	58.57%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00	175.00						1,225.00	1,800.00	-575.00	68.06%
5940 · Staff Overtime	588.74	419.81	139.94	104.95	104.95	209.91	1,303.19						2,871.49	340.00	2,531.49	844.56%
<b>Total 5900 · Wages</b>	<b>21,616.69</b>	<b>21,673.49</b>	<b>21,330.88</b>	<b>20,759.28</b>	<b>21,295.88</b>	<b>22,237.44</b>	<b>21,945.02</b>						<b>150,858.68</b>	<b>261,335.00</b>	<b>-110,476.32</b>	<b>57.73%</b>
5960 · Worker's Comp Insurance				612.19			608.62						1,220.81	2,355.00	-1,134.19	51.84%
<b>Total 5800 · Labor</b>	<b>29,366.42</b>	<b>29,442.08</b>	<b>32,593.19</b>	<b>25,273.88</b>	<b>29,154.94</b>	<b>29,451.21</b>	<b>30,802.24</b>						<b>206,083.96</b>	<b>365,823.00</b>	<b>-159,739.04</b>	<b>56.33%</b>
<b>Total 5000 · Administrative</b>	<b>42,698.16</b>	<b>80,393.34</b>	<b>64,821.93</b>	<b>32,938.06</b>	<b>147,795.30</b>	<b>63,822.78</b>	<b>82,412.24</b>						<b>514,881.81</b>	<b>822,123.00</b>	<b>-307,241.19</b>	<b>62.63%</b>
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6220 · General Engineering	570.00	347.50	3,325.00	1,140.00	1,900.00	5,700.00	10,534.00						23,516.50	30,000.00	-6,483.50	78.39%
<b>Total 6200 · Engineering</b>	<b>570.00</b>	<b>347.50</b>	<b>3,325.00</b>	<b>1,140.00</b>	<b>1,900.00</b>	<b>5,700.00</b>	<b>10,534.00</b>						<b>23,516.50</b>	<b>30,000.00</b>	<b>-6,483.50</b>	<b>78.39%</b>
6320 · Equipment & Tools, Expensed																
6330 · Facilities																
6335 · Alarm Services	127.02	391.80	502.05		910.62	502.05	518.82						2,952.36	5,000.00	-2,047.64	59.05%
6337 · Landscaping						2,425.00	2,975.00						5,400.00	6,000.00	-600.00	90.0%
<b>Total 6330 · Facilities</b>	<b>127.02</b>	<b>391.80</b>	<b>502.05</b>		<b>910.62</b>	<b>2,927.05</b>	<b>3,493.82</b>						<b>8,352.36</b>	<b>11,000.00</b>	<b>-2,647.64</b>	<b>75.93%</b>
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,107.16		5,555.74		4,780.87	3,145.83	3,953.86						20,543.46	45,000.00	-24,456.54	45.65%
6420 · Pumping Maintenance, Generators					903.00								903.00			
6430 · Pumping Maintenance, General					3,503.76								3,503.76			
<b>Total 6400 · Pumping</b>	<b>3,107.16</b>		<b>5,555.74</b>		<b>9,187.63</b>	<b>3,145.83</b>	<b>3,953.86</b>						<b>24,950.22</b>	<b>45,000.00</b>	<b>-20,049.78</b>	<b>55.45%</b>
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
<b>Total 6600 · Collection/Transmission</b>														<b>10,000.00</b>	<b>-10,000.00</b>	
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel				283.08	157.42								440.50	1,000.00	-559.50	44.05%
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs				52.07	2.37								54.44	1,000.00	-945.56	5.44%
<b>Total 6800 · Vehicles</b>				<b>335.15</b>	<b>159.79</b>								<b>494.94</b>	<b>2,160.00</b>	<b>-1,665.06</b>	<b>22.91%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>6900 - Sewer Authority Midcoastside</b>																
<b>6910 - SAM Collections</b>		27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41						165,986.46	331,973.00	-165,986.54	50.0%
<b>6920 - SAM Operations</b>	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35						894,021.45	1,532,608.00	-638,586.55	58.33%
<b>6940 - SAM Maintenance, Collection Sys</b>				4,172.90									4,172.90	40,000.00	-35,827.10	10.43%
<b>6950 - SAM Maintenance, Pumping</b>		5,451.01					26,893.48						32,344.49	70,000.00	-37,655.51	46.21%
<b>Total 6900 - Sewer Authority Midcoastside</b>	127,717.35	160,832.77	155,381.76	159,554.66	155,381.76	155,381.76	182,275.24						1,096,525.30	1,974,581.00	-878,055.70	55.53%
<b>Total 6000 - Operations</b>	131,521.53	161,572.07	164,764.55	161,029.81	167,539.80	167,154.64	200,256.92						1,153,839.32	2,093,941.00	-940,101.68	55.1%
<b>Total Expense</b>	174,219.69	241,965.41	229,586.48	193,967.87	315,335.10	230,977.42	282,669.16						1,668,721.13	2,916,064.00	-1,247,342.87	57.23%
<b>Net Ordinary Income</b>	-170,407.14	-120,901.14	-213,337.19	-175,767.43	-281,200.70	1,668,430.23	-173,829.03						532,987.60	956,478.00	-423,490.40	55.72%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
<b>7110 - Connection Fees (New Constr)</b>														100,000.00	-100,000.00	
<b>7120 - Connection Fees (Remodel)</b>		12,924.00		30,694.50									43,618.50	50,000.00	-6,381.50	87.24%
<b>Total 7100 - Connection Fees</b>		12,924.00		30,694.50									43,618.50	150,000.00	-106,381.50	29.08%
<b>7200 - Interest Income - LAIF</b>	3,764.31			2,809.72									6,574.03	40,000.00	-33,425.97	16.44%
<b>Total 7000 - Capital Account Revenues</b>	3,764.31	12,924.00		33,504.22									50,192.53	190,000.00	-139,807.47	26.42%
<b>Total Other Income</b>	3,764.31	12,924.00		33,504.22									50,192.53	190,000.00	-139,807.47	26.42%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																
<b>8075 - Sewer</b>	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25	12,828.75	836,462.83						1,252,473.44	1,906,335.00	-653,861.56	65.7%
<b>Total 8000 - Capital Improvement Program</b>	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25	12,828.75	836,462.83						1,252,473.44	1,906,335.00	-653,861.56	65.7%
<b>9000 - Capital Account Expenses</b>																
<b>9125 - PNC Equipment Lease Interest</b>	1,174.89	1,024.43	1,010.52	996.57	982.56	968.57	954.51						7,112.05	11,535.00	-4,422.95	61.66%
<b>9200 - I-Bank Loan</b>	1,765.38						10,107.58						11,872.96	20,700.00	-8,827.04	57.36%
<b>Total 9000 - Capital Account Expenses</b>	2,940.27	1,024.43	1,010.52	996.57	982.56	11,076.15	954.51						18,985.01	32,235.00	-13,249.99	58.9%
<b>Total Other Expense</b>	10,596.77	371,240.57	15,264.66	10,978.40	2,055.81	23,904.90	837,417.34						1,271,458.45	1,938,570.00	-667,111.55	65.59%
<b>Net Other Income</b>	-6,832.46	-358,316.57	-15,264.66	22,525.82	-2,055.81	-23,904.90	-837,417.34						-1,221,265.92	-1,748,570.00	527,304.08	69.84%
<b>Net Income</b>	<b>-177,239.60</b>	<b>-479,217.71</b>	<b>-228,601.85</b>	<b>-153,241.61</b>	<b>-283,256.51</b>	<b>1,644,525.33</b>	<b>-1,011,246.37</b>						<b>-688,278.32</b>	<b>-792,092.00</b>	<b>103,813.68</b>	<b>86.89%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease																
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	2,276.00						5,121.00	5,000.00	121.00	102.42%
4420 · Administrative Fee (Remodel)				569.00									569.00			
4430 · Inspection Fee (New Constr)		1,421.00		538.00	538.00	538.00	2,152.00						5,187.00	4,000.00	1,187.00	129.68%
4440 · Inspection Fee (Remodel)				538.00									538.00	1,000.00	-462.00	53.8%
4450 · Mainline Extension Fees					88,019.00								88,019.00	3,000.00	85,019.00	2,933.97%
4460 · Remodel Fees																
<b>Total 4400 · Fees</b>		2,559.00		2,214.00	89,126.00	1,107.00	4,428.00						99,434.00	13,000.00	86,434.00	764.88%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.15	1,214.47	220.94	26,124.08	134,154.81	97,229.07						366,724.52	277,750.00	88,974.52	132.03%
4740 · Testing, Backflow	3,000.00		3,730.00	2,625.00	4,125.00	3,000.00	3,000.00						19,480.00	18,000.00	1,480.00	108.22%
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic	352,485.37	-28,745.51	134,256.33	140,891.11	140,783.23	159,358.41	150,411.41						1,049,440.35	1,900,000.00	-850,559.65	55.23%
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00			-263.31	-98.36	-179.45						-1,713.04	-3,000.00	1,286.96	57.1%
4990 · Other Revenue				71.51	558.64								630.15			
<b>Total Income</b>	355,379.45	80,664.64	139,200.80	146,022.56	260,453.64	297,521.86	254,889.03						1,534,131.98	2,205,750.00	-671,618.02	69.55%
<b>Gross Profit</b>	355,379.45	80,664.64	139,200.80	146,022.56	260,453.64	297,521.86	254,889.03						1,534,131.98	2,205,750.00	-671,618.02	69.55%
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	30.00	30.00	30.00	39.63	63.54	45.04	-12.31						225.90	1,500.00	-1,274.10	15.06%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		300.00	600.00	300.00						1,950.00	3,000.00	-1,050.00	65.0%
5220 · Director Fees		987.50	562.50		1,793.38	375.00	75.00						3,793.38	7,500.00	-3,706.62	50.58%
5230 · Election Expenses																
<b>Total 5200 · Board of Directors</b>		1,287.50	1,012.50		2,093.38	975.00	375.00						5,743.38	85,500.00	-79,756.62	6.72%
5240 · CDPH Fees																
5250 · Conference Attendance																
5270 · Information Systems		332.50	62.50		1,823.00	453.13	225.00						2,896.13	5,000.00	-2,103.87	57.92%
5300 · Insurance																
5310 · Fidelity Bond																
5320 · Property & Liability Insurance																
<b>Total 5300 · Insurance</b>																
5350 · LAFCO Assessment																
5400 · Legal																
5430 · General Legal		5,498.00	9,752.45		13,914.05	10,157.75	5,279.00						44,601.25	140,000.00	-95,398.75	31.86%
5440 · Litigation		210.00			600.00								810.00			
<b>Total 5400 · Legal</b>		5,708.00	9,752.45		14,514.05	10,157.75	5,279.00						45,411.25	140,000.00	-94,588.75	32.44%
5510 · Maintenance, Office		658.13	310.00	7,017.04	436.25	250.00	260.00						8,931.42	8,000.00	931.42	111.64%
5530 · Memberships																
5540 · Office Supplies		363.43	34.38		459.65	171.14	615.53						19,844.50	27,000.00	-7,155.50	73.5%
5550 · Postage	1,299.86	1,117.06	811.17		2,329.16	1,402.56	1,107.21						6,644.13	6,500.00	-4,855.87	25.29%
5560 · Printing & Publishing	46.90	370.43	43.98		4,119.22	57.62	-154.97						8,067.02	9,000.00	-932.98	89.63%
5600 · Professional Services																
5610 · Accounting		1,900.00	5,100.00		5,300.00	2,200.00	3,750.00						18,250.00	39,000.00	-20,750.00	46.8%
5620 · Audit					13,660.50								13,660.50	13,500.00	160.50	101.19%

**Montara Water & Sanitary District  
 Revenue & Expenditures Budget vs. Actual - Water  
 July 2021 through June 2022**

												<b>TOTAL</b>				
	<b>Jul 21</b>	<b>Aug 21</b>	<b>Sep 21</b>	<b>Oct 21</b>	<b>Nov 21</b>	<b>Dec 21</b>	<b>Jan 22</b>	<b>Feb 22</b>	<b>Mar 22</b>	<b>Apr 22</b>	<b>May 22</b>	<b>Jun 22</b>	<b>Jul '21 - Jun 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
5630 · Consulting	5,148.82	409.77	3,060.18	1,855.00	9,758.72	779.56	9,475.15						30,487.20	55,000.00	-24,512.80	55.43%
5640 · Data Services	899.50												899.50	6,500.00	-5,600.50	13.84%
5650 · Labor & HR Support	213.50	213.50	427.00		213.50	213.50	213.50						1,494.50	2,000.00	-505.50	74.73%
5660 · Payroll Services	73.50	75.34	77.18	78.47	79.76	79.76	140.98						604.99	1,000.00	-395.01	60.5%
<b>Total 5600 · Professional Services</b>	<b>6,335.32</b>	<b>2,598.61</b>	<b>8,664.36</b>	<b>1,933.47</b>	<b>29,012.48</b>	<b>3,272.82</b>	<b>13,579.63</b>						<b>65,396.69</b>	<b>117,000.00</b>	<b>-51,603.31</b>	<b>55.9%</b>
5710 · San Mateo Co. Tax Roll Charges					119.00		7,156.55						7,275.55		7,275.55	100.0%
5720 · Telephone & Internet	3,545.86	3,938.36	3,992.57		7,628.80	3,271.16	3,658.43						26,035.18	25,000.00	1,035.18	104.14%
5730 · Mileage Reimbursement		70.20	722.16			25.50	26.50						844.36	1,500.00	-655.64	56.29%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Adminstrative																
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,542.96	3,494.22	3,384.57	3,740.40	3,903.73	3,767.17	3,690.35						25,523.40	44,063.00	-18,539.60	57.93%
5820 · Employee Benefits	9,524.49	9,524.49	19,048.98		9,524.49	9,644.19	9,644.19						66,910.83	107,276.00	-40,365.17	62.37%
5830 · Disability Insurance	344.08	344.08	344.08		688.16	344.08	344.08						2,408.56	4,658.00	-2,249.44	51.71%
5840 · Payroll Taxes	3,418.03	3,358.81	3,218.25	3,628.03	3,808.15	3,683.50	4,135.40						25,250.17	50,453.00	-25,202.83	50.05%
5850 · PARS	2,980.50	2,991.05	2,991.06	3,287.00	3,445.34	4,043.56	3,106.50						22,845.01	38,383.00	-15,537.99	59.52%
5900 · Wages																
5910 · Management	9,178.26	9,178.26	9,190.76	9,190.76	9,190.76	9,265.76	9,178.26						64,372.82	118,537.00	-54,164.18	54.31%
5920 · Staff	33,992.11	34,139.82	33,956.29	38,286.29	40,592.99	43,241.59	35,562.82						259,771.91	526,927.00	-267,155.09	49.3%
5930 · Staff Certification	875.00	875.00	875.00	1,075.00	1,075.00	1,075.00	975.00						6,825.00	11,400.00	-4,575.00	59.87%
5940 · Staff Overtime	5,791.39	4,836.05	3,410.44	4,001.96	4,169.69	3,617.59	6,108.92						31,936.04	57,666.00	-25,729.96	55.38%
5950 · Staff Standby	2,282.01	2,315.56	2,084.82	2,319.90	2,199.80	2,209.35	2,233.22						15,644.66	27,723.00	-12,078.34	56.43%
<b>Total 5900 · Wages</b>	<b>52,118.77</b>	<b>51,344.69</b>	<b>49,517.31</b>	<b>54,873.91</b>	<b>57,228.24</b>	<b>59,409.29</b>	<b>54,058.22</b>						<b>378,550.43</b>	<b>742,253.00</b>	<b>-363,702.57</b>	<b>51.0%</b>
5960 · Worker's Comp Insurance				2,933.84			3,458.37						6,392.21	19,810.00	-13,417.79	32.27%
<b>Total 5800 · Labor</b>	<b>71,928.83</b>	<b>71,057.34</b>	<b>78,504.25</b>	<b>68,463.18</b>	<b>78,598.11</b>	<b>80,891.79</b>	<b>78,437.11</b>						<b>527,880.61</b>	<b>1,006,896.00</b>	<b>-479,015.39</b>	<b>52.43%</b>
<b>Total 5000 · Administrative</b>	<b>83,186.77</b>	<b>87,531.56</b>	<b>103,940.32</b>	<b>77,453.32</b>	<b>160,184.14</b>	<b>105,156.51</b>	<b>122,933.19</b>						<b>740,385.81</b>	<b>1,463,196.00</b>	<b>-722,810.19</b>	<b>50.6%</b>
6000 · Operations																
6160 · Backflow Prevention			93.49		597.14								690.63	1,000.00	-309.37	69.06%
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6180 · Communications																
6185 · SCADA Maintenance		309.68	6.50		1,646.12	55.10	39.54						2,056.94	13,000.00	-10,943.06	15.82%
<b>Total 6180 · Communications</b>		<b>309.68</b>	<b>6.50</b>		<b>1,646.12</b>	<b>55.10</b>	<b>39.54</b>						<b>2,056.94</b>	<b>13,000.00</b>	<b>-10,943.06</b>	<b>15.82%</b>
6195 · Education & Training	275.00				100.00		145.00						520.00	9,000.00	-8,480.00	5.78%
6200 · Engineering																
6220 · General Engineering	500.00	-1,887.50				2,862.50							1,475.00	20,000.00	-18,525.00	7.38%
6230 · Water Quality Engineering		4,539.38	5,137.50	2,132.50	2,705.63	155.00	4,952.50						19,622.51	100,000.00	-80,377.49	19.62%
<b>Total 6200 · Engineering</b>	<b>500.00</b>	<b>2,651.88</b>	<b>5,137.50</b>	<b>2,132.50</b>	<b>2,705.63</b>	<b>3,017.50</b>	<b>4,952.50</b>						<b>21,097.51</b>	<b>120,000.00</b>	<b>-98,902.49</b>	<b>17.58%</b>
6320 · Equipment & Tools, Expensed	40.40	431.21	907.60		622.50	3,502.38	1,009.38						6,513.47	8,000.00	-1,486.53	81.42%
6330 · Facilities																
6335 · Alarm Services	127.02		110.25		127.02	110.25	127.02						601.56	2,000.00	-1,398.44	30.08%
6337 · Landscaping		850.00	1,900.00		1,050.00	3,275.00	4,025.00						11,100.00	15,000.00	-3,900.00	74.0%
<b>Total 6330 · Facilities</b>	<b>127.02</b>	<b>850.00</b>	<b>2,010.25</b>		<b>1,177.02</b>	<b>3,385.25</b>	<b>4,152.02</b>						<b>11,701.56</b>	<b>17,000.00</b>	<b>-5,298.44</b>	<b>68.83%</b>
6370 · Lab Supplies & Equipment			185.13		323.04	273.57							781.74	4,000.00	-3,218.26	19.54%
6380 · Meter Reading					119.13								119.13	500.00	-380.87	23.83%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	6,117.99	2,058.25	10,579.23	2,072.20	8,629.84	6,107.85	6,706.83						42,272.19	90,000.00	-47,727.81	46.97%
6420 · Pumping Maintenance, Generators					383.00		3,787.00						4,170.00	10,000.00	-5,830.00	41.7%
6430 · Pumping Maintenance, General														5,000.00	-5,000.00	

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6440 · Pumping Equipment, Expensed			129.31										129.31	700.00	-570.69	18.47%
<b>Total 6400 · Pumping</b>	6,117.99	2,058.25	10,708.54	2,072.20	9,012.84	6,107.85	10,493.83						46,571.50	105,700.00	-59,128.50	44.06%
<b>6500 · Supply</b>																
6510 · Maintenance, Raw Water Mains			253.13										253.13	2,500.00	-2,246.87	10.13%
6520 · Maintenance, Wells	394.38	229.98		28.40	300.12		595.44						1,548.32	15,000.00	-13,451.68	10.32%
6530 · Water Purchases					8,773.77		9,382.62						18,156.39	35,000.00	-16,843.61	51.88%
<b>Total 6500 · Supply</b>	394.38	229.98	253.13	28.40	9,073.89		9,978.06						19,957.84	52,500.00	-32,542.16	38.02%
<b>6600 · Collection/Transmission</b>																
6610 · Hydrants		5,690.20											5,690.20	5,000.00	690.20	113.8%
6620 · Maintenance, Water Mains		7,548.71	5,592.01		2,399.49	5,807.94	3,581.60						24,929.75	50,000.00	-25,070.25	49.86%
6630 · Maintenance, Water Svc Lines					3,065.43	4,844.39							7,909.82	20,000.00	-12,090.18	39.55%
6640 · Maintenance, Tanks		437.50											437.50	5,000.00	-4,562.50	8.75%
6650 · Maint., Distribution General				3,556.00	276.86	874.75	1,005.50						5,713.11	10,000.00	-4,286.89	57.13%
6670 · Meters			5,119.70			6,048.02							11,167.72	4,000.00	7,167.72	279.19%
<b>Total 6600 · Collection/Transmission</b>		13,676.41	10,711.71	3,556.00	5,741.78	17,575.10	4,587.10						55,848.10	94,000.00	-38,151.90	59.41%
<b>6700 · Treatment</b>																
6710 · Chemicals & Filtering	9,400.00	3,363.20	1,219.05		727.17	5,671.86	6,382.03						26,763.31	20,000.00	6,763.31	133.82%
6720 · Maintenance, Treatment Equip.		5,702.53			951.50	452.99	108.23						7,215.25	15,000.00	-7,784.75	48.1%
6730 · Treatment Analysis	678.97	3,555.34	1,518.30		3,646.61	11,283.15	1,614.86						22,297.23	30,000.00	-7,702.77	74.32%
<b>Total 6700 · Treatment</b>	10,078.97	12,621.07	2,737.35		5,325.28	17,408.00	8,105.12						56,275.79	65,000.00	-8,724.21	86.58%
<b>6770 · Uniforms</b>					363.97								363.97	2,000.00	-1,636.03	18.2%
<b>6800 · Vehicles</b>																
6810 · Fuel	657.14	713.37	516.72	-283.08	1,693.69	752.51	980.17						5,030.52	7,000.00	-1,969.48	71.87%
6820 · Truck Equipment, Expensed					37.69		1,228.99						1,266.68	2,000.00	-733.32	63.33%
6830 · Truck Repairs	266.01	17.60		11.46	2.76	64.29	1,102.37						1,464.49	5,000.00	-3,535.51	29.29%
<b>Total 6800 · Vehicles</b>	923.15	730.97	516.72	-271.62	1,734.14	816.80	3,311.53						7,761.69	14,000.00	-6,238.31	55.44%
<b>6890 · Other Operations</b>			1,790.60		463.75	457.94	114.62						2,826.91			
<b>Total 6000 · Operations</b>	18,456.91	33,559.45	35,058.52	7,517.48	39,006.23	52,599.49	46,888.70						233,086.78	515,700.00	-282,613.22	45.2%
<b>Total Expense</b>	101,643.68	121,091.01	138,998.84	84,970.80	199,190.37	157,756.00	169,821.89						973,472.59	1,978,896.00	-1,005,423.41	49.19%
<b>Net Ordinary Income</b>	253,735.77	-40,426.37	201.96	61,051.76	61,263.27	139,765.86	85,067.14						560,659.39	226,854.00	333,805.39	247.15%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																
<b>7100 · Connection Fees</b>																
7110 · Connection Fees (New Constr)			20,815.00			58,659.00							79,474.00	100,000.00	-20,526.00	79.47%
7130 · Conn. Fees, PFP (New Constr)	2,131.36	9,470.36	27,835.57	2,183.36	18,937.49	9,892.27	10,800.00						81,250.41	50,000.00	31,250.41	162.5%
<b>Total 7100 · Connection Fees</b>	2,131.36	9,470.36	48,650.57	2,183.36	18,937.49	68,551.27	10,800.00						160,724.41	150,000.00	10,724.41	107.15%
<b>7600 · Bond Revenues, G.O.</b>			3,667.22	756.70	16,231.85	474,949.66	2,623.91						498,229.34	983,546.00	-485,316.66	50.66%
<b>7650 · Water System Reliability</b>						542,892.30							542,892.30		542,892.30	100.0%
<b>Total 7000 · Capital Account Revenues</b>	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34	1,086,393.23	13,423.91						1,201,846.05	1,133,546.00	68,300.05	106.03%
<b>Total Other Income</b>	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34	1,086,393.23	13,423.91						1,201,846.05	1,133,546.00	68,300.05	106.03%
<b>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
8100 · Water	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59	70,263.66	25,305.72						344,177.45	1,198,750.00	-854,572.55	28.71%
<b>Total 8000 · Capital Improvement Program</b>	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59	70,263.66	25,305.72						344,177.45	1,198,750.00	-854,572.55	28.71%



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	TOTAL Budget	\$ Over Budget	% of Budget
<b>9000 · Capital Account Expenses</b>																
<b>9100 · Interest Expense - GO Bonds</b>		6,698.26											6,698.26	77,805.00	-71,106.74	8.61%
<b>9125 · PNC Equipment Lease Interest</b>	518.78	1,024.44	1,010.52	996.57	982.59	968.57	954.52						6,455.99	11,535.00	-5,079.01	55.97%
<b>9150 · SRF Loan</b>						32,828.28							32,828.28	66,647.00	-33,818.72	49.26%
<b>9210 · Conservation Program/Rebates</b>	150.00	150.00	200.00		100.00								600.00		600.00	100.0%
<b>Total 9000 · Capital Account Expenses</b>	<b>668.78</b>	<b>7,872.70</b>	<b>1,210.52</b>	<b>996.57</b>	<b>1,082.59</b>	<b>33,796.85</b>	<b>954.52</b>						<b>46,582.53</b>	<b>155,987.00</b>	<b>-109,404.47</b>	<b>29.86%</b>
<b>Total Other Expense</b>	<b>26,192.53</b>	<b>87,455.48</b>	<b>67,305.39</b>	<b>36,590.65</b>	<b>42,895.18</b>	<b>104,060.51</b>	<b>26,260.24</b>						<b>390,759.98</b>	<b>1,354,737.00</b>	<b>-963,977.02</b>	<b>28.84%</b>
<b>Net Other Income</b>	<b>-24,061.17</b>	<b>-77,985.12</b>	<b>-14,987.60</b>	<b>-33,650.59</b>	<b>-7,725.84</b>	<b>982,332.72</b>	<b>-12,836.33</b>						<b>811,086.07</b>	<b>-221,191.00</b>	<b>1,032,277.07</b>	<b>-366.69%</b>
<b>Net Income</b>	<b>229,674.60</b>	<b>-118,411.49</b>	<b>-14,785.64</b>	<b>27,401.17</b>	<b>53,537.43</b>	<b>1,122,098.58</b>	<b>72,230.81</b>						<b>1,371,745.46</b>	<b>5,663.00</b>	<b>1,366,082.46</b>	<b>24,222.95%</b>

## Montara Water & Sanitary District Check Detail

February 21 - 25, 2022

Date	Num	Name	Paid Amount	
<b>Warrant Report for Montara Water &amp; Sanitary Board of Directors Meeting March 3, 2022</b>				
<b>SPLIT</b>				
02/01/2022	AUTO	Chase bank	-491,887.20	PAID
02/04/2022	12874	ACWA/JPIA	-13,842.58	PAID
02/03/2022	12864	CoastsideNet, Inc.	-81.49	PAID
02/07/2022	12875	Huntington National Bank	-13,370.00	PAID
02/03/2022	12868	IEDA	-427.00	PAID
02/03/2022	12871	White Glove Housekeeping	-520.00	PAID
02/24/2022	12876	A-B Communications	-173.68	
02/24/2022	12880	Aztec Gardens	-850.00	
03/01/2022	12916	Clemens Heldmaier	-250.20	
02/24/2022	12884	Fitzgerald Law Offices	-33,442.46	
02/24/2022	12888	Harris	-275.95	
02/24/2022	12891	Jim Harvey	-225.00	
02/25/2022	12913	Kastama Strategic Consulting	-4,366.45	
02/24/2022	12892	Kathryn Slater-Carter	-225.00	
02/24/2022	12893	KBA Document Solutions	-97.38	
02/24/2022	12894	Maze & Associates	-9,625.00	
02/24/2022	12898	Office Depot	-167.22	
02/25/2022	12914	OpenGov, Inc.	-5,720.00	
02/24/2022	12899	Pacific Gas & Electric	-27,558.75	
02/24/2022	12900	PARS	-844.13	
02/24/2022	12901	PCT	-900.00	
02/24/2022	12902	Peter Dekker	-225.00	
02/24/2022	12903	Ric Lohman	-150.00	
02/24/2022	12904	Scott Boyd	-225.00	
02/24/2022	12908	Standard Insurance Co.	-491.50	
02/24/2022	12909	Tech Solutions	-731.25	

## Montara Water & Sanitary District Check Detail

February 21 - 25, 2022

Date	Num	Name	Paid Amount	
Water				
02/03/2022	12863	BSK Lab	-910.50	PAID
02/03/2022	12865	Core & Main	-7,369.33	PAID
02/03/2022	12866	Esbros Chemical	-385.48	PAID
02/03/2022	12869	Mossa Excavation	-10,025.73	PAID
02/04/2022	12873	Pacific Gas & Electric	-1,965.86	PAID
02/03/2022	12870	SRT Consultants	-26,377.50	PAID
02/03/2022	12872	USA Blue Book	-124.99	PAID
02/24/2022	12877	AmeriGas	-121.78	
02/24/2022	12878	Andreini Brothers, Inc.	-32,008.05	
02/24/2022	12879	AT&T Mobility	-474.70	
02/24/2022	12881	Badger Meter, Inc.	-374.23	
02/24/2022	12882	BSK Lab	-644.00	
02/24/2022	12883	Core & Main	-1,720.85	
02/24/2022	12885	Grainger	-619.55	
02/24/2022	12886	Hach	-1,406.19	
02/24/2022	12887	Half Moon Bay Building & Garden, Inc.	-39.05	
02/24/2022	12889	Hassette Ace Hardware	-762.05	
02/24/2022	12895	MWSD Go Bond	-79,692.71	
02/24/2022	12896	North Coast County Water District	-555.00	
03/01/2022	12915	Pacific Gas & Electric	-951.51	
02/24/2022	12912	Steve Beardsley	-100.00	
02/24/2022	12910	USA Blue Book	-1,290.67	
02/24/2022	12911	Wells Fargo Remittance Center	-3,969.68	

# Montara Water & Sanitary District Check Detail

February 21 - 25, 2022

Date	Num	Name	Paid Amount	
<b>Sewer</b>				
02/03/2022	12867	Herc Rentals	-5,615.20	PAID
02/24/2022	12890	Hue & Cry Security Systems, Inc.	-391.80	
02/24/2022	12897	Nute Engineering	-16,530.95	
02/24/2022	12905	Sewer Authority Mid-Coastside	-29,016.23	
02/24/2022	12906	Sewer Authority Mid-Coastside	-127,717.35	
02/24/2022	12907	Sewer Authority Mid-Coastside	-27,664.41	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for January 2022**

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The Sewer Authority Mid-Coastside (SAM) has prepared the following attached reports for the SAM Board of Directors and the California Regional Water Quality Control Board:

- Flow Report for January 2022.
- Collection System Monthly Overflow Report – January 2022.

The Average Daily Flow for Montara was 0.42 MGD in January 2022 . There was no reportable overflow in January in the Montara System. SAM indicates there were 1.13 inches of rain in January 2022 in Montara.

RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2022

**January 2022**

	<b>Total</b>	<i>Number of S.S.O's</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**12 Month Moving Total**

	<b>Total</b>	<i>12 month rolling Number</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
<b>Total</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>
		<b>60%</b>	<b>0%</b>	<b>40%</b>	<b>0%</b>

**Reportable SSOs**

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
January 2022	0	0	0	0	0
12 Month Moving Total	5	3	0	2	0

**SSOs / Year / 100 Miles**

	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
January 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

**12 Month Rolling Total Sewer Cleaning Summary**

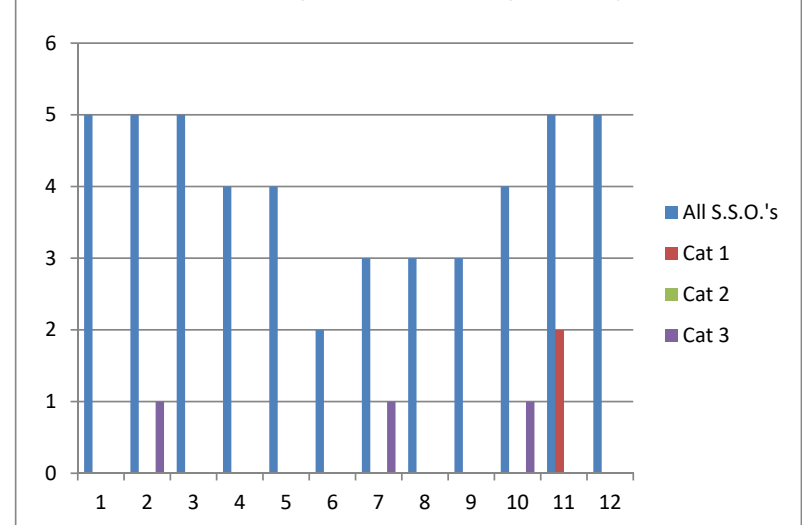
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9

Annual ft	110,101	96,209	89,201	295,511	
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Annual Mi.	20.9	18.2	16.9		56.0
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Attachment C

**12 Month Moving SSO Totals Through January 2022**



# Attachment A

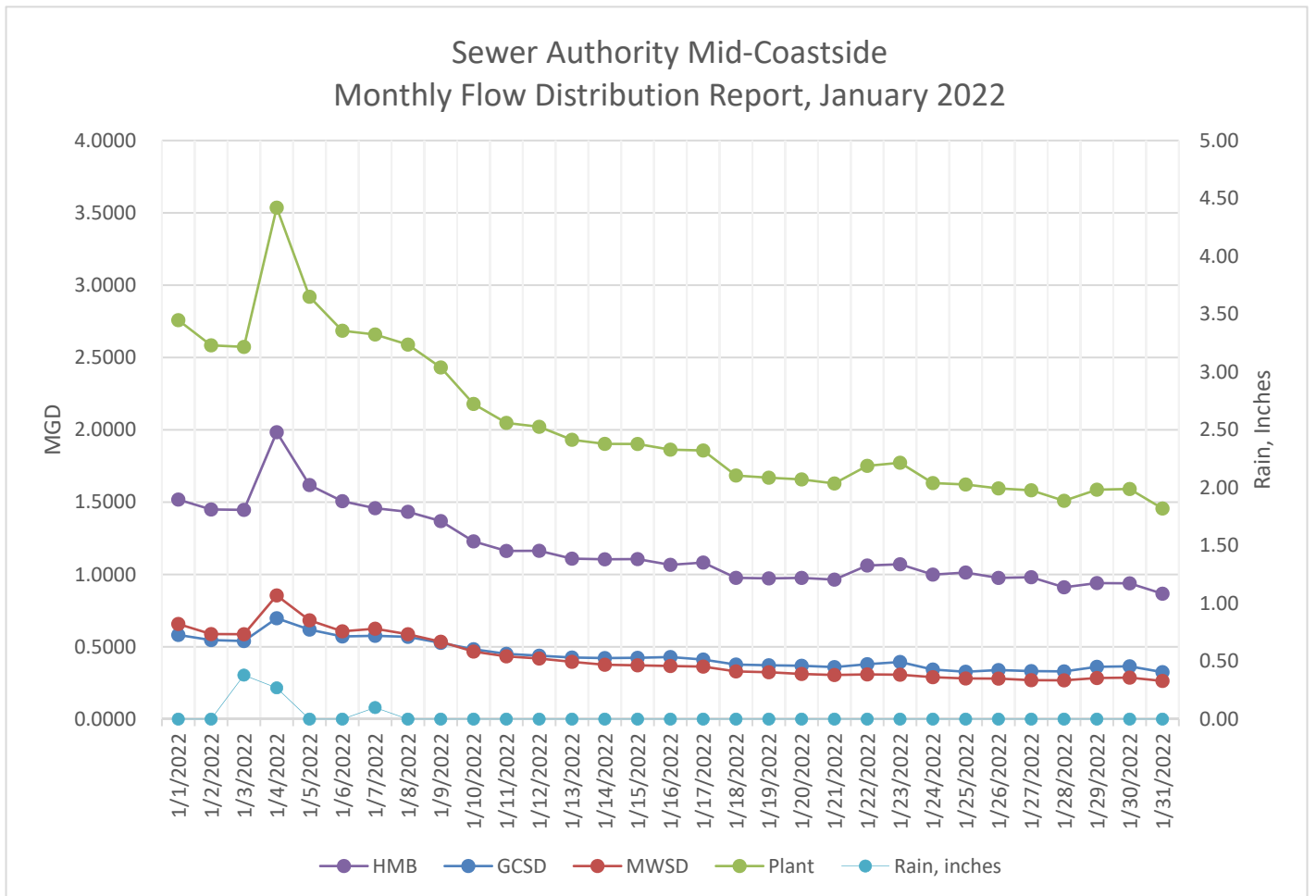
## Flow Distribution Report Summary for January 2022

The daily flow report figures for the month of January 2022 have been converted to an Average

Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.176	57.7%
Granada Community Services District	0.442	21.7%
Montara Water and Sanitary District	<u>0.420</u>	<u>20.6%</u>
Total	2.038	100.0%



# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report for January 2022

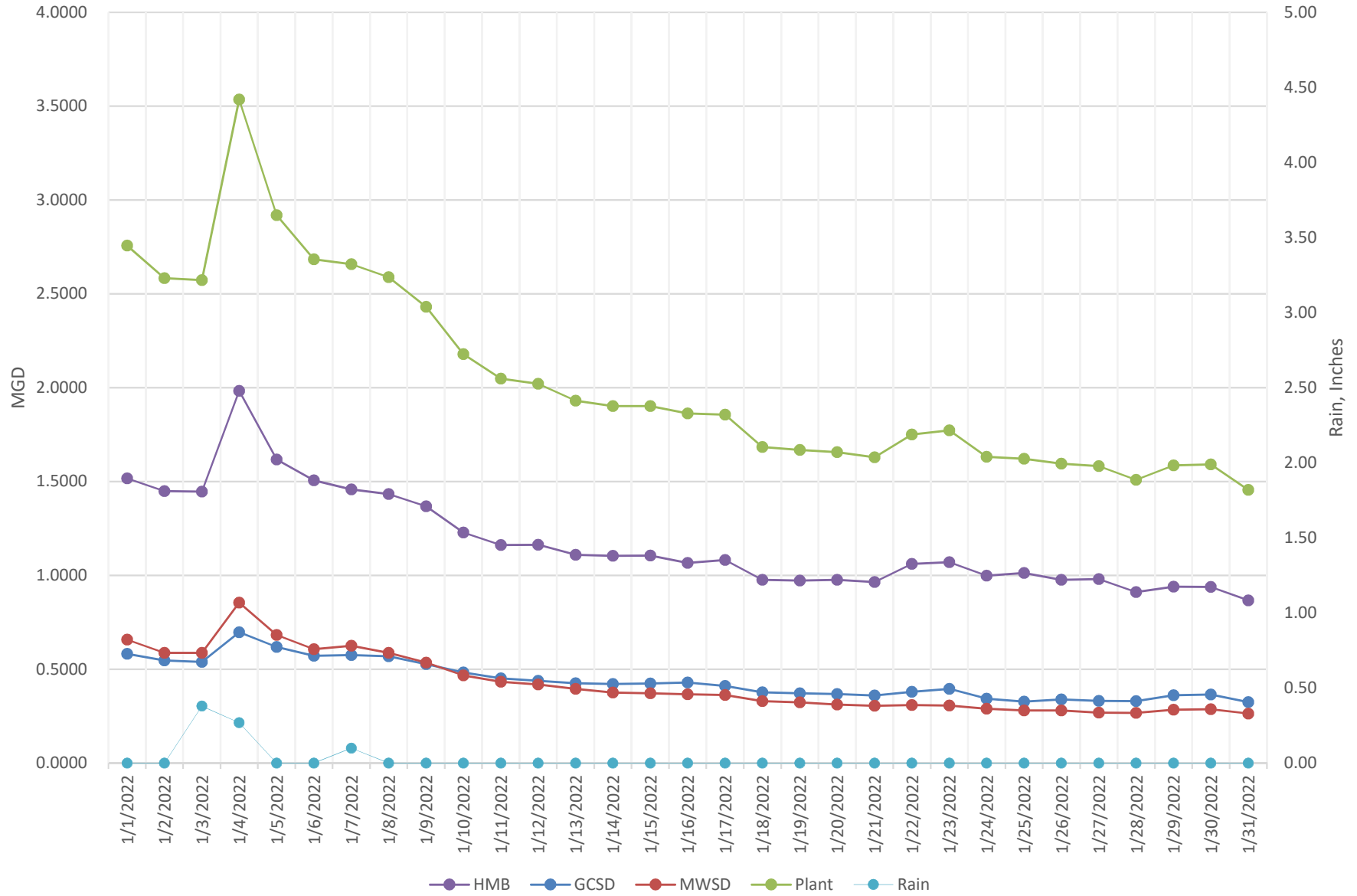
<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
1/1/2022	1.5178	0.582	0.658	2.758	0.00	0.00	0.00
1/2/2022	1.4494	0.547	0.588	2.584	0.00	0.00	0.00
1/3/2022	1.4464	0.540	0.587	2.573	0.38	0.61	0.74
1/4/2022	1.9835	0.697	0.855	3.536	0.27	0.15	0.21
1/5/2022	1.6181	0.619	0.683	2.920	0.00	0.00	0.00
1/6/2022	1.5066	0.571	0.607	2.685	0.00	0.01	0.00
1/7/2022	1.4582	0.576	0.625	2.659	0.10	0.25	0.18
1/8/2022	1.4331	0.569	0.587	2.589	0.00	0.00	0.00
1/9/2022	1.3689	0.527	0.535	2.431	0.00	0.00	0.00
1/10/2022	1.2289	0.483	0.467	2.179	0.00	0.00	0.00
1/11/2022	1.1626	0.451	0.434	2.048	0.00	0.00	0.00
1/12/2022	1.1637	0.438	0.419	2.021	0.00	0.00	0.00
1/13/2022	1.1092	0.426	0.396	1.931	0.00	0.00	0.00
1/14/2022	1.1049	0.422	0.376	1.903	0.00	0.00	0.00
1/15/2022	1.1062	0.424	0.372	1.902	0.00	0.00	0.00
1/16/2022	1.0668	0.429	0.367	1.863	0.00	0.00	0.00
1/17/2022	1.0823	0.412	0.363	1.857	0.00	0.00	0.00
1/18/2022	0.9768	0.377	0.330	1.684	0.00	0.00	0.00
1/19/2022	0.9728	0.372	0.324	1.669	0.00	0.00	0.00
1/20/2022	0.9762	0.369	0.312	1.657	0.00	0.00	0.00
1/21/2022	0.9644	0.360	0.305	1.629	0.00	0.00	0.00
1/22/2022	1.0621	0.380	0.309	1.751	0.00	0.00	0.00
1/23/2022	1.0704	0.395	0.307	1.772	0.00	0.00	0.00
1/24/2022	0.9992	0.343	0.290	1.632	0.00	0.00	0.00
1/25/2022	1.0134	0.327	0.281	1.622	0.00	0.00	0.00
1/26/2022	0.9761	0.339	0.280	1.595	0.00	0.00	0.00
1/27/2022	0.9812	0.332	0.269	1.582	0.00	0.00	0.00
1/28/2022	0.9114	0.330	0.268	1.509	0.00	0.00	0.00
1/29/2022	0.9403	0.362	0.284	1.586	0.00	0.00	0.00
1/30/2022	0.9388	0.365	0.287	1.591	0.00	0.00	0.00
1/31/2022	0.8671	0.325	0.264	1.456	0.00	0.00	0.00
<b>Totals</b>	<b>36.457</b>	<b>13.689</b>	<b>13.029</b>	<b>63.175</b>	<b>0.75</b>	<b>1.02</b>	<b>1.13</b>

### Summary

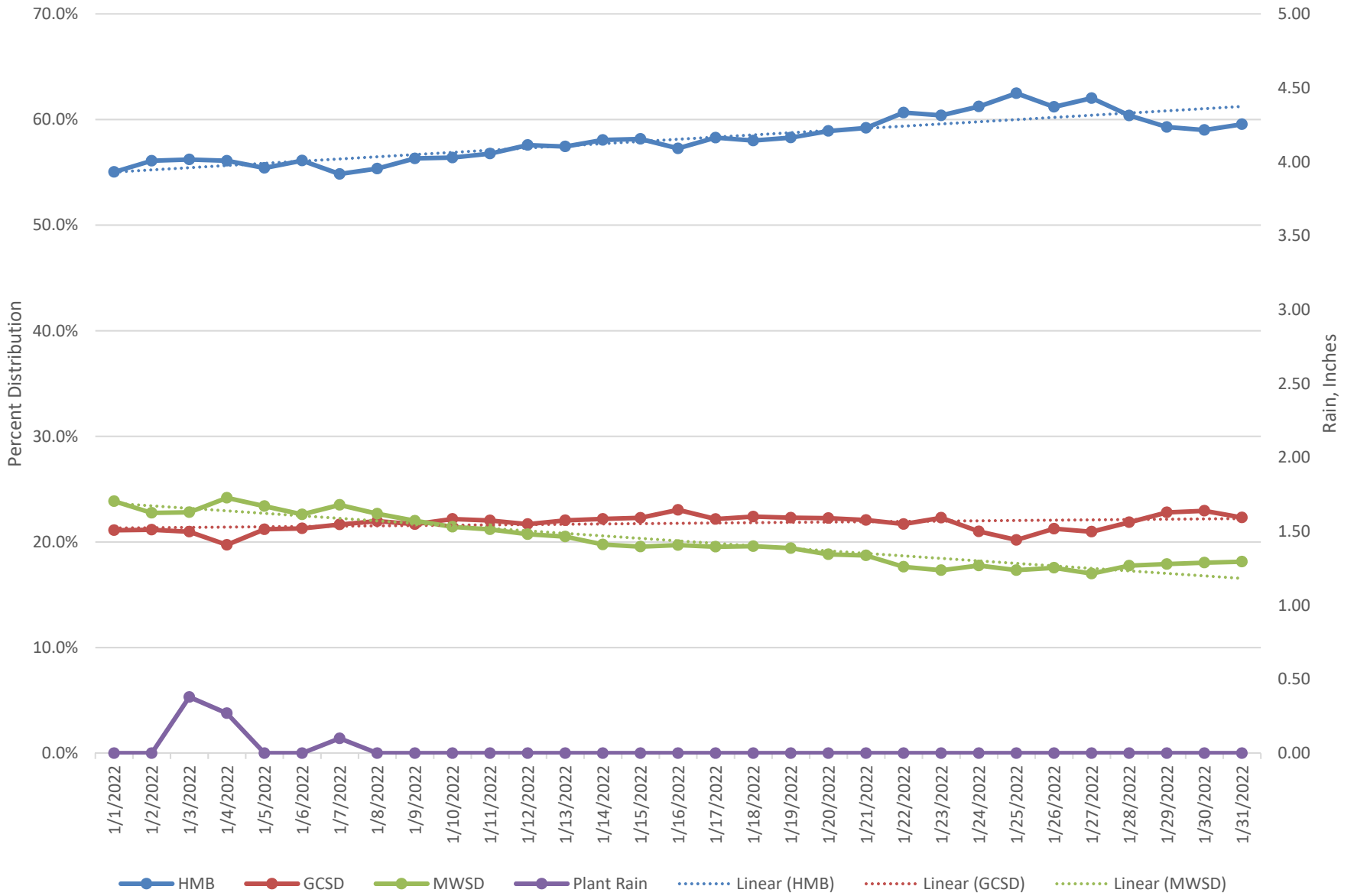
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.867	0.325	0.264	1.456
<b>Average</b>	<b>1.176</b>	<b>0.442</b>	<b>0.420</b>	<b>2.038</b>
Maximum	1.984	0.697	0.855	3.536
<b>Distribution</b>	<b>57.7%</b>	<b>21.7%</b>	<b>20.6%</b>	<b>100.0%</b>



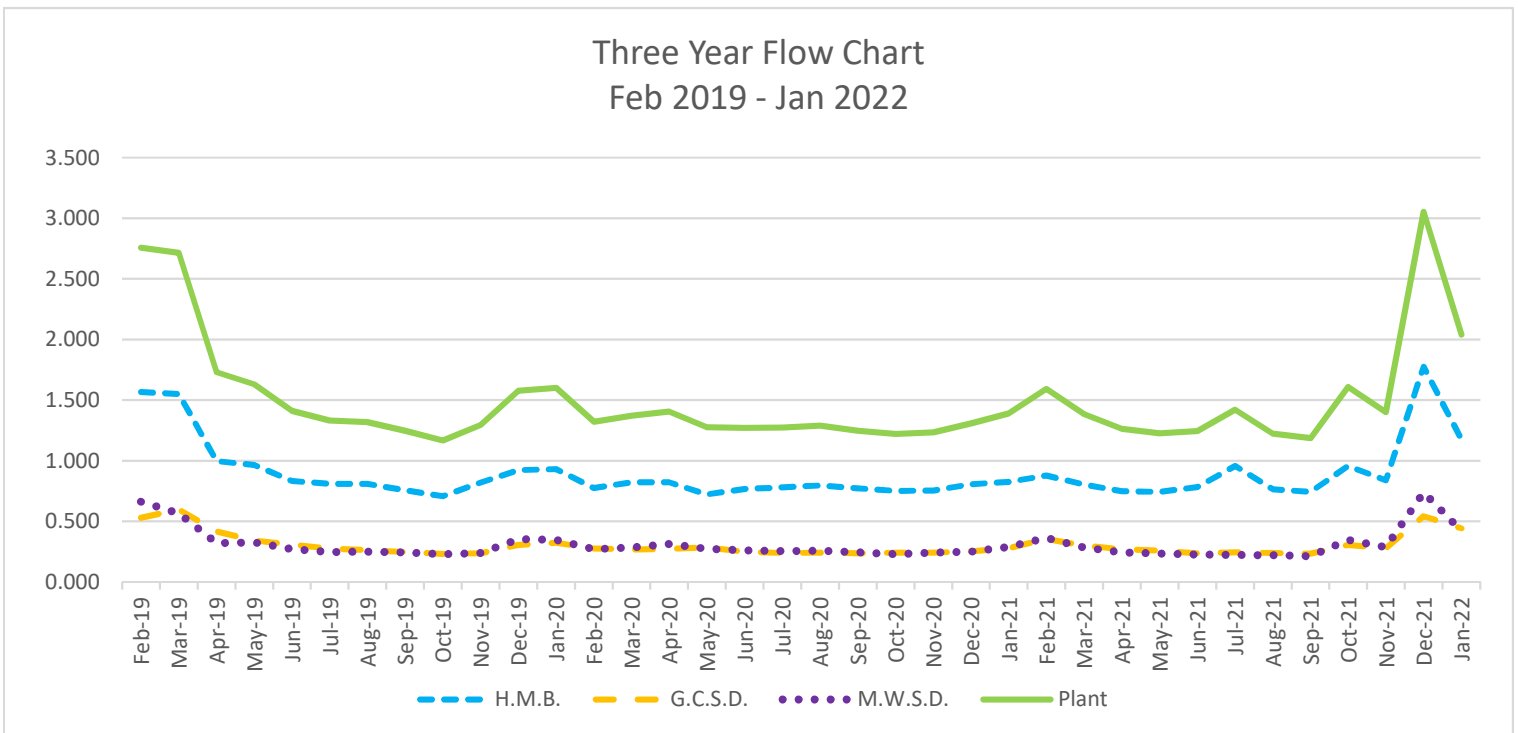
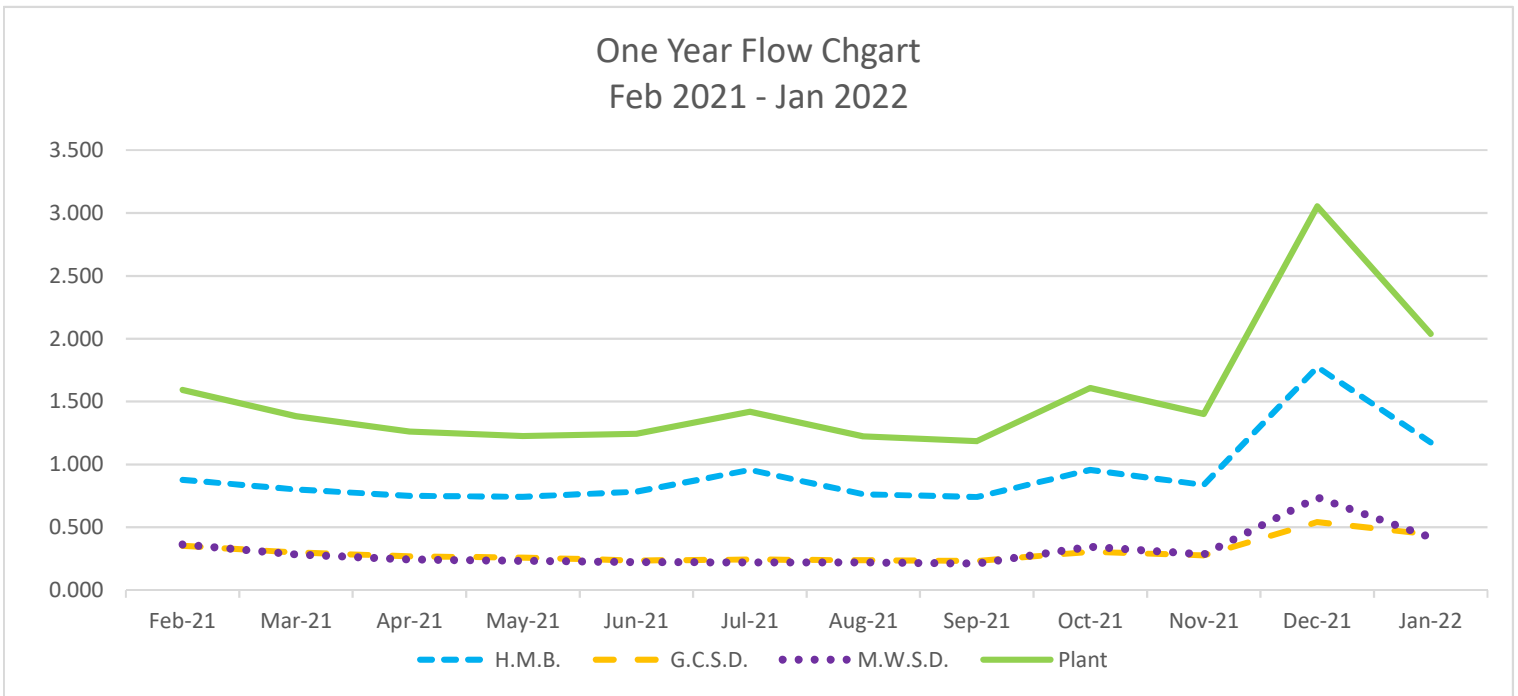
## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2022



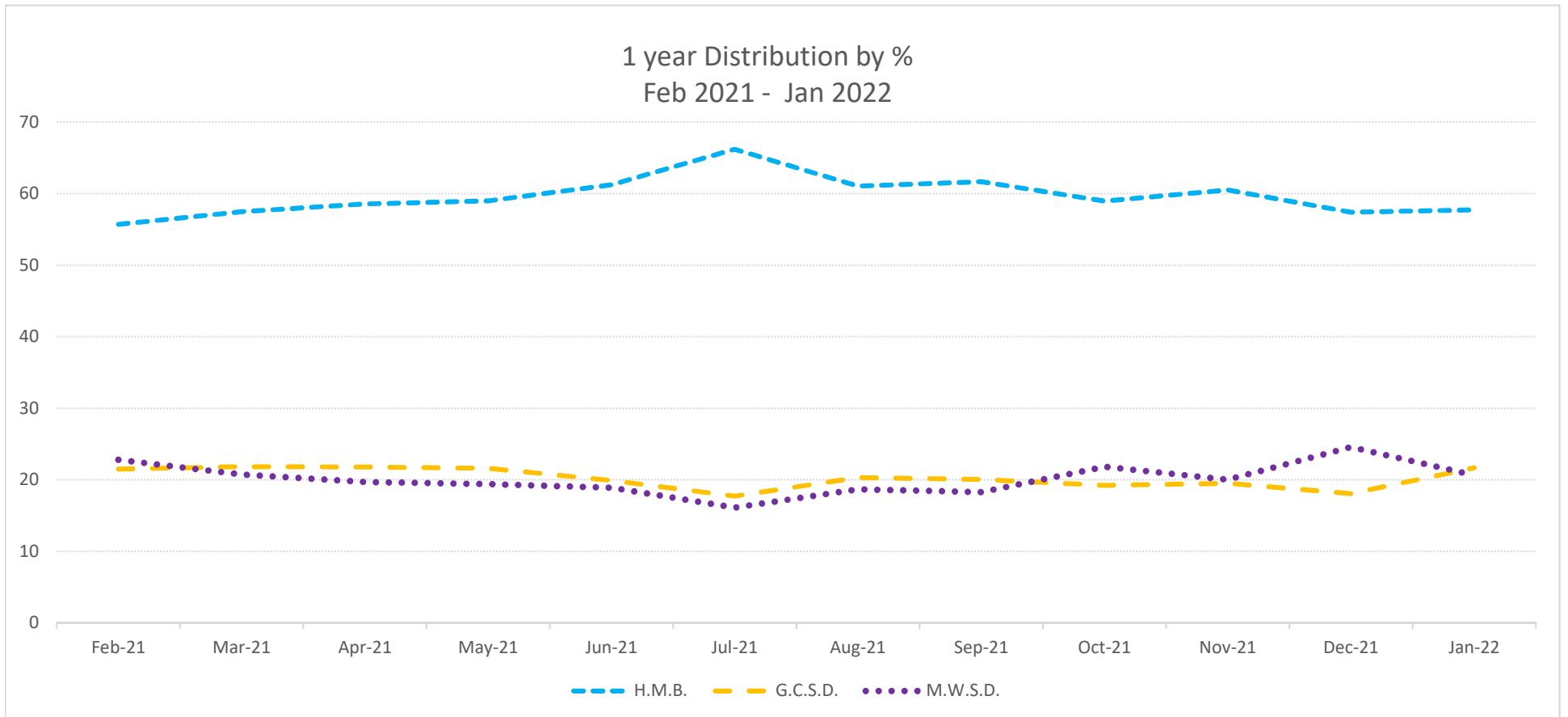
## Percent Distribution January 2022



## Most recent flow calibration March 2021 PS, March 2021 Plant



# Flow based percent distribution based for past year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review of Current Investment Portfolio**

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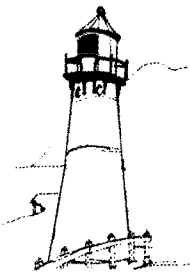
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for January 2022 was 0.234%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The monthly interest rate for February 2022 was 0.0676%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

District staff attempts to cash manage idle funds in LAIF as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received** *CH*

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As of March 3, 2022 the following new Sewer Connection Permit application was received since the last report:

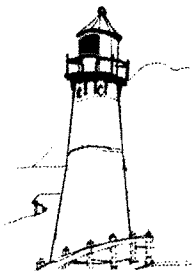
Date of Application	Property Owner	Site Address	Home Size
2-7-22	Patrick Power	393 Third Street, Montara	MFD
02-24-22	Brendan O'Reilly	882 Stetson, Moss Beach	SFD

As of March 3, 2022 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
2-7-22	Patrick Power	393 Third Street, Montara	MFD
02-24-22	Brendan O'Reilly	882 Stetson, Moss Beach	SFD

As of March 3, 2022 the following new Water Connection Permit application was received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
2-7-22	Patrick Power	393 Third Street, Montara	MFD	DOM



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

<b>02-24-22</b>	<b>Brendan O'Reilly</b>	<b>882 Stetson, Moss Beach</b>	<b>SFD</b>	<b>DOM</b>
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**RECOMMENDATION:**

No action is required. This is for Board information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'C Heldmaier', written in a cursive style.

**SUBJECT: Monthly Water Production Report**

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The attached two charts summarize the monthly water production for the District.

The first shows a consolidated from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

## RECOMMENDATION:

No action is required. These reports are provided for the Board's information only.

Attachments: 2



# TOTAL PRODUCTION 2022 (GALLONS)

GALLONS

7,829,040

	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,829,040											

MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: March 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'C Heldmaier'.

**SUBJECT: Rain Report**

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The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

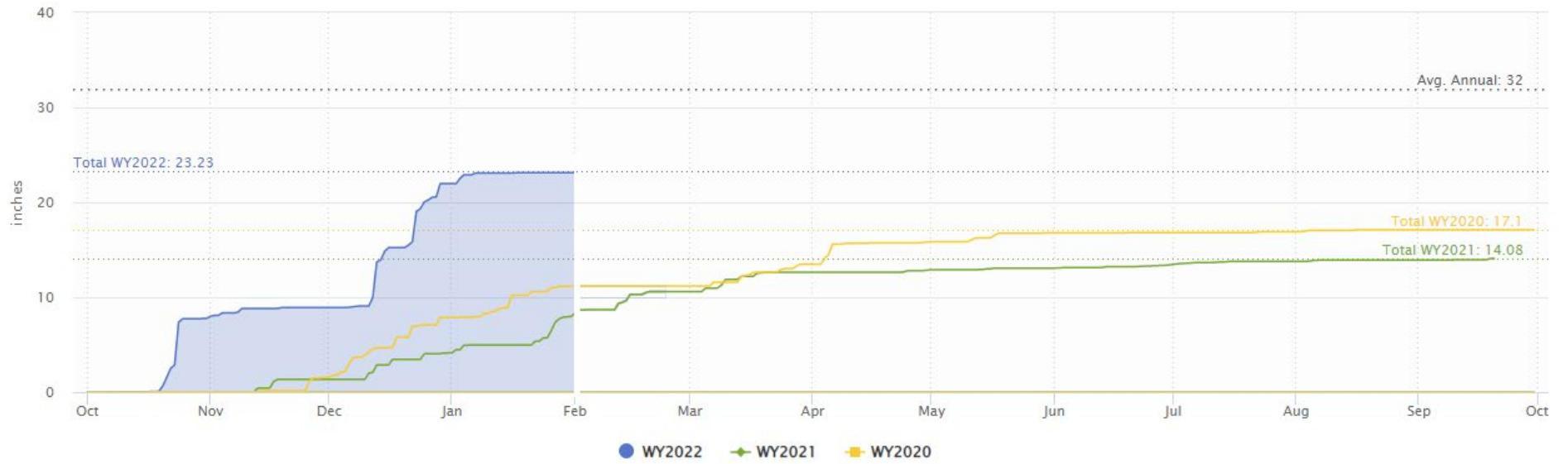
## RECOMMENDATION:

No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



# Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



2022 © Balance Hydrologics, Inc.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: March 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Solar Energy Report**

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The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 47,382 kWh and saved 80,549 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

No action is required. This information is provided for the Board's information only.

Attachments: 1





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Public Agency Retirement Service  
Report for December 2021.**

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The District has received the monthly PARS report for December 2021.

Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

The following monthly reports are submitted as consent agenda items on a monthly basis.

RECOMMENDATION:

This is for Board information only.

Attachment





**Montara Water and Sanitary Dist  
Retirement Enhancement Plan**

**Monthly Account Report for the Period  
12/1/2021 to 12/31/2021**

Clemens H. Heldmaier  
General Manager  
Montara Water and Sanitary Dist  
P.O. Box 370131  
Montara, CA 94037

Plan ID: P7-REP15A

**Account Summary**

Source	Beginning Balance as of 12/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2021
Contributions	\$1,277,022.24	\$8,889.51	\$40,962.71	\$585.96	\$1,128.45	\$0.00	\$1,325,160.05
<b>TOTAL</b>	<b>\$1,277,022.24</b>	<b>\$8,889.51</b>	<b>\$40,962.71</b>	<b>\$585.96</b>	<b>\$1,128.45</b>	<b>\$0.00</b>	<b>\$1,325,160.05</b>

**Investment Selection**

**PARS Capital Appreciation INDEX PLUS**

**Investment Objective**

The primary goal of the Capital Appreciation objective is growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	3.2%	5.67%	15.96%	16.88%	11.72%	-	03/08/16

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value.

Past performance does not guarantee future results; Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

**December 2021 PARS Statement  
Detail Information**

PARS Beginning Balance as of December 1, 2021      \$ 1,277,022.24

**Contributions:**

November 15, 2021 Calculation

Wages	\$	35,066.09	
Employer - 6.92%	\$	2,458.13	
Employee - 7.75%	\$	2,006.31	
Contributions Subtotal			\$ 4,464.44

November 30, 2021 Calculation

Wages	\$	34,558.09	
Employer - 6.92%	\$	2,458.13	
Employee - 7.75%	\$	1,966.94	
Contributions Subtotal			\$ 4,425.07

Rounding

Total Contributions thru November	\$	8,889.51	
Rounding			-
			\$ 8,889.51

Earnings      \$40,962.71

Expenses      \$ (585.96)

Distributions      \$ (1,128.45)

PARS Ending Balance as of December 2021      \$ 1,325,160.05

Fund Impact - PARS Wages		
Sewer	Water	Total
\$ 10,491.73	\$ 24,574.37	\$ 35,066.09
\$ 735.47	\$ 1,722.66	\$ 2,458.13



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

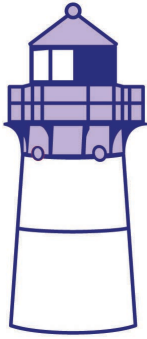
**SUBJECT: Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act**

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AB361 was signed into law by the Governor on September 16, 2021 (effective October 1, 2021). AB361 amends Gov't. Code Section 54953 of the Brown Act by allowing local agencies to hold meetings remotely during emergency situations, under the following conditions:

1. An emergency situation arises that produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to Gov't. Code § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of Gov't. Code § 54953, subdivision (e).
4. A resolution is passed by majority vote consistent with the terms of Gov't. Code § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., determining that in-person meetings present imminent risks to the health or safety of attendees or when state or local officials impose or recommend social distancing measures. This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may pass a resolution authorizing continued teleconferenced meetings upon finding that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state/local officials continue to impose or recommend social distancing measures.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The Governor of the State of California declared a state of emergency on March 4, 2020 resulting from the COVID-19 pandemic; on March 10, 2020, the County of San Mateo also proclaimed the existence of a local emergency throughout the county as a result of COVID-19. Despite sustained efforts to reduce the threat, at present the Delta and Omnicron variants have been circulating in San Mateo County, are highly transmissible in indoor settings and require multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Omnicron variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons. Moreover, the small size of the District's Boardroom and administrative offices, as well as the lack of adequate ventilation and/or an air filtering system, further contribute to the unsafe indoor conditions for meeting in-person.

For the above reasons, holding in-person meetings poses an imminent risk to attendees and staff recommends that remote meetings are presently necessary to protect the health and safety of all attendees, including District staff and the Board of Directors.

## RECOMMENDATION:

Adopt Resolution Authorizing Remote Teleconference Meetings of the Board of Directors of the Montara Water & Sanitary District Under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, Montara Water and Sanitary District (“District”) is a Sanitary District duly organized under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830) and a public agency formed as a special district and authorized under California law, by a special election of August 11, 1992 and MWSD Resolution 978, to exercise all powers of a county water district in the same manner as county water districts formed under the County Water District Law (Division 12 (commencing with Section 30000) of the Water Code) for the purpose of operating and maintaining wastewater and water facilities; and

**WHEREAS**, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19; and

**WHEREAS**, the District is committed to preserving and nurturing public access and participation in meetings of the District’s Board of Directors (“Board”); and

**WHEREAS**, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and county caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, that the legislative body meeting in-person would present imminent risks to the health and safety of attendees; and

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, such conditions now exist within the Montara Water and Sanitary District (“District”), specifically, by the Governor of the State of California’s executive order declaring a State Emergency as a result of the COVID-19 virus pandemic pursuant to Government Code section 8625 and by the County of San Mateo declaring a local emergency a result of the COVID-19 virus pandemic pursuant to Government Code section 8630 and Health and Safety Code Section 101080; and

**WHEREAS**, holding in-person meetings of the District’s Board of Directors (the “Board”) will present an imminent risk to the health and safety of Board members, District staff and attendees and directly impacts their ability to meet safely due to the SARS-CoV-2 B.1.617.2 (Delta) variant and Omicron Variant, which has been circulating in San Mateo County, is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Delta variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons; and

**WHEREAS**, the Board does hereby declare that the aforementioned conditions causing imminent risk to attendees if in-person meetings are held has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and to ratify the proclamation of state of emergency by the Governor of the State of California and the proclamation of emergency and orders of the County of San Mateo; and

**WHEREAS**, as a consequence of the state and local emergency, the Board does hereby declare that it shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, the Board does hereby declare that the District shall take all measures necessary to ensure access to remote teleconference meetings for the public in accordance with paragraph (2) of subdivision (e) of section 54953.

**NOW, THEREFORE**, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings present imminent risk to attendees as heretofore described.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The District Manager and the Board Chair are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, and to make adjustments in meeting practices and/or remote logistics to comply with this Resolution and local or state health orders to ensure the health and safety of employees and residents while maintaining critical District operations.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30-days from the date of its adoption, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to remotely teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Rescission. Resolution No. 1669 establishing a temporary meeting location is hereby rescinded pursuant to Governor's Order N-08-21.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER  
AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE  
MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN  
ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS  
RELATED TO THE COVID-19 PANDEMIC**

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 3<sup>rd</sup> day of March 2022, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:


\_\_\_\_\_  
Secretary, Montara Water and Sanitary District



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 25 Bernal Ave, Moss Beach, APN 037-278-070**

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Applicant Cliff Acosta and Owner Gary Acosta, Sr. filed New Service Application with Montara Water and Sanitary District (MWSD or District) for domestic water, private fire protection (PFP), and sewer services for a new development located at 25 Bernal Ave, Moss Beach, CA (APN 037-278-070). In accordance with the District's code, the proposed project requires an approximately 12-foot, 6-inch-diameter water main extension in the public right-of-way, from the existing water main located on Bernal Ave to the proposed new dwelling at 25 Bernal Ave in order to provide domestic water and PFP services to the proposed new development. The proposed water main extension was designed by the applicant's engineer in accordance to District's codes and standard specifications.

The main extension design drawings have been approved by the District Water Engineer. The Applicant reached agreement with the District-certified contractor Andreini Bros. Inc. through bid selection for a total cost of \$22,444.00 dollars on February 4, 2022. The Applicant is responsible to cover all costs to furnish all labor, materials, and equipment for construction related to water main extension and water and PFP laterals. Staff is seeking Board's approval to enter into the Agreement for Construction and Acquisition of Water Main Extension with the Applicant. The agreement is included in **Exhibit A**. The applicant will need to provide proof of insurance, payment bond and faithful performance bond prior to construction of the water main.

## RECOMMENDATION:

*Adopt Resolution of the Montara Water and Sanitary District Approving a Main Extension and Authorizing Execution of Agreement for Construction and Acquisition of Water Main Extension for the new water service connection project at 25 Bernal Ave, Moss Beach, APN 037-278-070, under the conditions that the applicant will provide proof of insurance, payment bond and faithful performance bond in order to fully execute the agreement, prior to construction of the water main.*

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING A MAIN EXTENSION AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONSTRUCTION AND ACQUISITION OF WATER MAIN EXTENSION (APN 037-278-070)**

**WHEREAS**, applicant Cliff Acosta and owner Gary Acosta, Sr. ("Applicant") own real property located at 25 Bernal Ave., Moss Beach, California, more particularly described as Assessor's Parcel Number 037-278-070 ("Real Property"); and

**WHEREAS**, Applicant submitted an application for water service by the District's water system to serve a proposed new development on the Real Property in accordance with the Montara Water and Sanitary District ("District") Code Section 5-3.100 ("Service Application"), which requires the financing, construction and dedication of a water main extension beyond the District's existing facilities ("Main Extension"); and

**WHEREAS**, Applicant submitted plans, profiles and specifications for the Main Extension, which have been reviewed and approved by the District's Engineer and the District's General Manager for conformance with District's requirements under District Code Section 5-4.222; and

**WHEREAS**, pursuant to District Code Section 5-4.203, the District and the Applicant have agreed upon the terms and conditions for the Main Extension and that are included in the agreement entitled "Agreement for Construction and Acquisition of Water Main Extension" ("Agreement"); and

**WHEREAS**, the District Board desires to enter into the Agreement and approve Applicant's Service Application, including the final design report for the Main Extension.

**NOW, THEREFORE**, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

1. Applicant's Service Application is hereby approved subject to the terms and conditions contained in the Agreement, which is further approved and the President of the Board and Secretary of the District are hereby authorized and directed to execute and record the Agreement, to which copy reference is hereby made for full particulars thereof.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING A MAIN EXTENSION AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONSTRUCTION AND ACQUISITION OF WATER MAIN EXTENSION (APN 037-278-070)**

2. Applicant's final plans, profiles and specifications for the Main Extension comply with the District's Code and are hereby approved, and the General Manager is authorized to issue a Permit to Applicant subject to the terms and conditions contained in the Agreement.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 3<sup>rd</sup> day of March 2022, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

**AGREEMENT FOR CONSTRUCTION AND  
ACQUISITION OF WATER MAIN  
EXTENSION**

(APN 037-278-070)

**THIS AGREEMENT**, made and entered as of February 2, 2022, by and between the **MONTARA WATER AND SANITARY DISTRICT**, a public agency located in the County of San Mateo, California (“District”) and Gary Acosta Senior (“Owner”);

**WITNESSETH:**

**WHEREAS**, Owner has applied for a permit to connect Owner’s real property described in Exhibit “A” hereof, attached hereto and by this reference incorporated herein (“Property,” also designated by Assessor’s Parcel Number 037-278-070) to District’s water system pursuant to the provisions of Section 5-3.100 of the Montara Water and Sanitary District Code (“District Code”); and

**WHEREAS**, a water main extension (“Extension”) is required in order to serve the Property; and

**WHEREAS**, Owner has submitted plans, profiles, and specifications for the Extension which have been approved by District’s Water System Engineer for conformance with District’s requirements under District Code Section 5-4.222; and

**WHEREAS**, this agreement is entered into pursuant to Section 5-4.203 of the District Code;

**NOW, THEREFORE**, the parties hereto agree as follows:

**1. Extension**. Owner shall, at Owner’s own cost and expense, provide for the construction of the Extension, furnish all the materials, and do all the work hereinafter described in accordance with, and as provided for, in the plans, profiles and specifications (collectively, “Plans”) prepared for Owner by James Toby, Registered Professional Engineer, Lea & Braze Engineering, Inc., entitled,

“Water Main Extension Plan and Profile 25 Bernal Avenue Moss Beach, California APN: 037-278-070,” District’s Standard Specifications on file in District’s Administrative Offices and the provisions of Chapter V, Article 4, Division 2 (“Extension of Facilities”) of the District Code, the applicable provisions of which are hereby incorporated herein. If a conflict exists between the Plans and District’s Standard Specifications and/or said Division 2 for a particular portion or component of the Extension, the stricter standard shall govern to the extent of such conflict. Owner shall complete construction of all of the Extension subject to such exceptions and time extensions as may be allowed under Paragraph 12 (Force Majeure), on or before February 2, 2023.

**2. Inspection.** Owner hereby grants District, its officers, employees, consultants, agents and designees the right and permission to enter upon the Property and the site or sites of construction of the Extension to inspect the work of construction, to test, and/or observe the testing of, the Extension, and otherwise to ensure that the Extension is constructed in accordance with the requirements described in Paragraph 1 and in condition for approval and acceptance by District.

**3. Property Interests.** Prior to commencing construction of the Extension Owner shall submit to District deed(s) of easement(s) or other evidence(s) of any and all property interest(s), title to which is vested in Owner or is otherwise sufficient and free of encumbrances or claims by others to allow for the construction of the Extension by Owner, for District’s right of entry pursuant to Paragraph 2 and for District’s acceptance. Upon completion of construction of the Extension and acceptance thereof by District, Owner shall grant District an easement, or such other property interest as may be specified by District, in the real property in which the Extension and appurtenances are located and convey title to the Extension and appurtenances to District free and clear of any encumbrances, except such encumbrances as may expressly in writing be accepted by District. Such easement or other interest shall include, without limitation, the right to operate, maintain, repair, replace (in the original or any

other size), construct and install a water main or mains and appurtenances. Owner agrees and covenants that, prior to execution of any such conveyances, Owner shall not convey to any other person(s) or entity or entities the same interest or any other interest that may conflict with the interest or interests to be conveyed to District. Title to the Extension shall vest absolutely in District upon District's acceptance thereof.

All deeds or other forms of conveyancing documents described above shall be subject to the approval of District's legal counsel. Owner shall, prior to commencement of construction of the Extension, obtain and provide District with a copy of a title report for the Property and such other property within which the Extension is to be constructed. Conveyance of title to District shall be through escrow acceptable to District. All conveyancing costs including, without limitation, costs of preparing documents, escrow, title insurance for the benefit of District, and recordation shall be borne by Owner.

**4. Security.** Owner shall, prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the faithful performance of all work and the construction of the Extension within the time herein specified. The amount of the security shall be Twenty Two Thousand Four Hundred Forty Four Dollars (**\$22,444.00**).

Owner shall, likewise prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the payment by Owner of all bills for labor and materials incurred in the construction of the Extension and the doing of all other work herein agreed to be done by Owner, with respect to the Extension. The amount of the security shall be Twenty Two Thousand Four Hundred Forty Four Dollars (**\$22,444.00**).

The aforementioned security shall include, in addition to the principal amounts, a guarantee of the payment of costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by District in the event of successful enforcement of such security. All bonds shall be issued by a corporate surety admitted in the State of California.

**5. Deposits for District's Costs.** Owner has deposited with District (the "Initial Deposit") the sum of Five Thousand Four Hundred Seventy One Dollars (**\$5,471.00**), receipt of which is hereby acknowledged by District. The deposit shall be used by District to pay for its costs incurred in administering this agreement and carrying out its duties regarding construction and acceptance of the Extension including, without limitation, costs of reviewing the Plans for the Extension, costs incidental to inspection of the construction of the Extension, administrative, engineering and legal services costs and other costs and expenses incurred by District relating to this agreement and to construction of the Extension. If the Initial Deposit is insufficient to pay all such estimated costs and expenses, District shall notify Owner in writing of any such insufficiency, whereupon Owner shall replenish the deposit in the amount estimated by District that is necessary to cover District's remaining estimated costs and expenses. If such insufficiency occurs, District shall not be obligated to perform any further services hereunder unless and until an additional deposit is made. Upon completion of the construction of the Extension, Owner shall pay any additional costs and expenses of District not covered by the Initial and, if applicable, the additional deposit prior to acceptance of the Extension by District. District shall refund to Owner any balance of the deposit(s) remaining after acceptance of the Extension.

Owner hereby acknowledges and agrees that the aforesaid deposit(s) shall not be deemed as payment, or excuse payment, of any other fees and charges duly imposed by District and payable by Owner for use of, or connection to, District's water system.

**6. Hold Harmless.** Owner shall protect, indemnify, and hold harmless District, its governing board, commissions, committees, officers, agents and employees (collectively, "Indemnitees") from and against any and all liability, losses, damages, claims, causes of action, or actions arising out of any accident, occurrence or incident resulting from, or alleged to have resulted from, the construction of the Extension by or for Owner, the negligent performance of, or

failure to perform, any contractual responsibility of Owner, or any negligent action or omission of Owner relating to the construction of the Extension or other responsibility of Owner. Owner shall also protect, indemnify, and hold harmless Indemnitees from and against any and all liability or allegations thereof, relating to the use of any copyrighted material in the Plans or the use of any patent or patented article or process by Owner in the construction of the Extension. Owner's duty to defend and hold harmless shall include the responsibility to provide legal representation, the selection of whom shall be subject to District's approval.

**7. Insurance.** Owner shall obtain and maintain in full force and effect during the term of this agreement, at Owner's cost, a comprehensive general liability insurance policy naming District, its governing board, commissions, committees, officers, agents, and employees (collectively, "District's Insureds") as insureds or additional insureds, insuring them against liability for personal injury (including death) and property damage (including loss of use thereof) arising out of the construction of the Extension and/or from Owner's performance or failure to perform Owner's obligations under this agreement. Said insurance shall be in the minimum limits of \$1,000,000 for personal injuries to, or death of, any one person, \$1,000,000 for personal injuries or death arising out of any one occurrence and \$1,000,000 for property damage arising out of any one occurrence. Said insurance shall expressly insure against contractual liability assumed by Owner under this agreement including, without limitation, the provisions of Paragraph 1.

The foregoing policies or endorsements thereto shall provide that: (i) the insurer shall notify District in writing thirty (30) days in advance of the insurer's intention to cancel or materially change the terms of said policy or policies, (ii) coverage for District's Insureds shall be severable from that of other insureds if the insurance covers Owner, another entity, or person(s) in addition to District's Insureds (cross liability or severability of interest provision) and (iii) such insurance shall be primary regarding District's Insureds and that any insurance or



self-insurance maintained by District shall be excess of Owner's insurance, and not contributory with it.

Owner shall furnish evidence of the insurance by filing with District's Manager copies of the policy's or policies' declaration page(s) or information page(s) with such endorsements as may be necessary to show compliance with all of the requirements of this Paragraph, together with a certificate or certificates of the insurance. Owner shall file said documents upon execution of this agreement.

**8. Acceptance.** Construction of the Extension in conformance with the Plans, District's Standard Specifications and the provisions of Chapter V, Article 4, Division 2 ("Extension of Facilities") of the District Code incorporated herein pursuant to Paragraph 1 shall be subject to the approval of District's Water System Engineer. Upon completion of the construction in full compliance with this agreement and upon recommendation of said Engineer, District shall accept the Extension. The security required hereunder shall not be released until said acceptance. Upon acceptance, Owner shall furnish District with a complete set of plans and drawings showing the Extension in their actual or "as built" condition and location.

**9. Time of the Essence.** Time is of the essence of this agreement, and if Owner defaults in the performance of Owner's obligations hereunder not excused by reason of Force Majeure under paragraph 12, Owner hereby agrees that District may, at District's option: (i) treat any deposits and payments made by Owner hereunder as compensation or reimbursement for District's costs and expenses hereunder and terminate this agreement, or (ii) if District desires that the Extension shall be completed, District may enforce the provisions hereof against Owner and Owner' sureties, and recover any and all costs incurred therewith, including, without limitation, costs of suit and reasonable attorney's fees.

**10. Guarantee of Workmanship and Materials.** Owner agrees that, if within a period of one (1) year after acceptance of the Extension, the Extension

or any part or component thereof fails to fulfill any of the requirements of this agreement, or of the Plans, District's Standard Specifications and the provisions of Chapter V, Article 4, Division 2 ("Extension of Facilities") of the District Code incorporated herein, Owner shall, upon written notice from District directing the work to be done, without delay and without any cost to District, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the Extension. Should Owner fail to act promptly to make such repair, replacement, or reconstruction, or otherwise to act in accordance with the requirement to repair, replace, or reconstruct, or should the exigencies of the case require that repair, replacement, or reconstruction be made before Owner can be notified, District may, at its option, make the necessary repair, replacement, or reconstruction or perform the necessary work, and Owner shall pay to District the actual cost of thereof plus fifteen (15) percent.

Notwithstanding any provision to the contrary in this agreement, Owner shall not be responsible for repair, replacement, or reconstruction of any Extension, necessitated by events of Force Majeure described in Paragraph 12.

**11. Security to Insure Guarantee.** Owner agrees, as a condition precedent to District's acceptance of the Extension, to furnish and file with District a bond or cash deposit in the amount of Two Thousand Two Hundred Forty Four Dollars and Forty Cents (**\$2,244.40**) guaranteeing and securing to District Owner's compliance with the provisions of Paragraph 10 for a period of one (1) year after acceptance of the Extension by District.

**12. Force Majeure.** Owner shall not be in default of any provision of this agreement where timely performance or timely compliance thereof is prevented by acts of God, including natural disasters, or unusually inclement weather, civil emergencies, inability to obtain materials (except for such inability occasioned by the act, or failure to act, of Owner), unanticipated change in governmental regulations, labor strike or disturbance (except that pertaining to Owner's employees or agents) or similar acts which are beyond Owner's reasonable ability to control; provided, that Owner shall be obligated to perform or comply

within a reasonable time after the event or action which precluded Owner' timely performance no longer exists.

**13. Independent Contractor.** It is mutually understood and agreed that neither Owner, nor any of Owner's agents or contractors are, or shall be, agents or employees of District in connection with the performance of Owner's obligations under this agreement. Owner is, and shall be, an independent contractor hereunder.

**14. Assignability.** Owner may assign this agreement subject to District's prior written approval, which shall not be withheld unreasonably.

**15. Successors.** The rights and obligations of the parties hereunder shall inure to the benefit of, and be binding upon their respective successors, assigns, administrators and heirs.

**16. Joint and Several.** If Owner, as named above, consists of two or more persons or entities (irrespective of whether the form of such entity or entities is corporate, partnership, association or other form), the obligations and responsibilities under this agreement of each and all of them are joint and several.

**17. Recordation.** Either party hereto may submit this agreement or a memorandum thereof to the Recorder of the County of San Mateo, California, for recordation in the Official Records of said County.

**18. Attorney's Fees.** If suit is brought by one party against the other for damages and/or to enforce the provisions of this agreement, the prevailing party shall recover costs of suit including reasonable fees of expert witnesses and reasonable attorney's fees.

**19. Entire Agreement.** This agreement comprises the entire agreement between the parties and integrates any and all prior writings, documents or understandings, between them pertaining to the subject matter hereof.

**20. Paragraph Headings.** Paragraph headings as used herein are for convenience of reference, and shall not be deemed to amend or alter the contents of the paragraphs headed thereby.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first hereinabove written.

**MONTARA WATER AND SANITARY DISTRICT, a public agency ("District")**

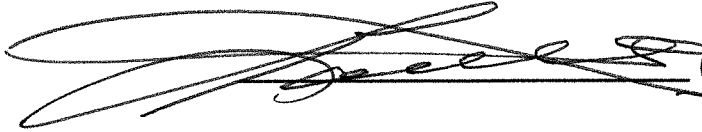
By: \_\_\_\_\_

President

Countersigned:

\_\_\_\_\_

District Secretary

 ("Owner")

By: \_\_\_\_\_

# CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of Stanislaus )

On 02/04/2022 before me, SUSAN L CALVIN,  
(here insert name and title of the officer)

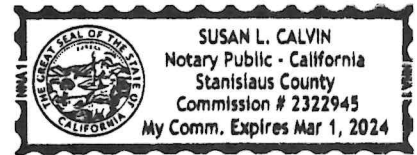
personally appeared GARY ACOSTA SR

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)

## Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

### Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of \_\_\_\_\_

containing \_\_\_\_\_ pages, and dated \_\_\_\_\_

The signer(s) capacity or authority is/are as:

- Individual(s)  
 Attorney-in-Fact  
 Corporate Officer(s) \_\_\_\_\_  
Title(s) \_\_\_\_\_

- Guardian/Conservator  
 Partner - Limited/General  
 Trustee(s)  
 Other: \_\_\_\_\_

representing: \_\_\_\_\_  
Name(s) of Person(s) or Entity(ies) Signer is Representing

### Additional Information

#### Method of Signer Identification

Proved to me on the basis of satisfactory evidence:  
 form(s) of identification  credible witness(es)

Notarial event is detailed in notary journal on:  
Page # \_\_\_\_\_ Entry # \_\_\_\_\_

Notary contact: \_\_\_\_\_

#### Other

Additional Signer(s)  Signer(s) Thumbprint(s)

\_\_\_\_\_



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Christine C. Fitzgerald, General Counsel

Subject: Review and Possible Action To Amend Salary Schedule and Approve Adjustment to the General Manager's Compensation

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Under the Employment Contract between the District and the General Manager, dated January 1, 2017, Section 8 provides that the Board of Directors shall conduct an annual evaluation of the General Manager, and based on satisfactory performance, the General Manager will be granted a minimum amount based on the annual increase in the Consumer Price Index published by the Bureau of Labor Statistics of the United States Department of Labor for all Urban Consumers (1982-1984 = 100), San Francisco-Oakland-San Jose, California Consolidation Statistical Area ("CPI-U Indicator").<sup>1</sup>

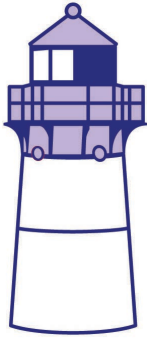
On February 3 and February 17, 2022, the Board met with the General Manager and determined that the General Manager's performance satisfies the requirements set forth under Section 8 of the Employment Contract, and accordingly, formal Board action is requested to set the new salary for the General Manager classification, retroactive to January 1, 2022, consistent with the terms of the General Manager's Employment Contract. The new salary is calculated using as follows:

$\$220,278 \times 1.04243963$   
(the difference between December 2020, CPI-U 302.948 and December 2021, CPI-U 315.805) = **\\$229,627.00**  
(Rounded to the nearest dollar)

With regards to fiscal impact, the total annual salary increase is \$9,349. In addition, below is a table of fringe benefits provided to the General Manager:

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<sup>1</sup> Specifically, the Employment Contract provides for the method of calculating any increases as follows: "The salary increases shall be determined by dividing the CPI-U Indicator that was published nearest in time before the Anniversary Date of the Employment Year to which the adjustment pertains by the CPI-U Indicator published nearest to one (1) year prior to that Anniversary Date, and multiplying the resultant number by General Manager's salary for the then current Employment Year." *Id.* at page 4.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Christine C. Fitzgerald, General Counsel

<b>Compensation</b>	<u>\$229,627</u>
<b>PARS Contribution</b>	\$16,097
<b>457 Retirement Plan Contribution</b>	\$16,074
<b>Health Coverage (Includes Dental, Vision &amp; Life)</b>	\$28,802
<b>Wellness Program</b>	\$300

Additionally, Section 8 of the Employment Contract also provides that in recognition of exceptional and exemplary job performance resulting in benefits to the District and its customers, the General Manager may be entitled to an additional \$6,000 in compensation. The Board has made such a finding as a result of its review of the General Manager's performance, and Board authorization is also requested to grant a one-time contribution of \$6,000 to the General Manager's Deferred Compensation Account.

Lastly, as a result of the Board's negotiation with the General Manager, the parties have agreed to a one-time cash payment of \$15,000 in recognition of the General Manager's continued performance. This one-time payment is not included as base compensation for payroll or retirement calculation purposes.

**RECOMMENDATION:** Set the salary for the General Manager and approve additional terms as follows:

- i) an annual salary of \$229,627.00 retroactive to January 1, 2022;
- ii) a one-time payment of \$6,000 to the General Manager's Deferred Compensation Account; and,
- iii) a one-time cash payment of \$15,000 to the General Manager;

And, approve the corresponding resolution adopting the amended salary schedule and approving adjustment to the General Manager's compensation.

Attachments

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING AMENDED DISTRICT SALARY SCHEDULE  
AND APPROVING ADJUSTMENT TO GENERAL MANAGER'S  
COMPENSATION (Effective January 1, 2022)**

**WHEREAS**, under the Employment Contract between the District and the General Manager, dated January 1, 2017, Section 8 provides that the Board of Directors shall conduct an annual evaluation of the General Manager;

**WHEREAS**, based on satisfactory performance, the General Manager shall be granted a minimum amount based on the annual increase in the Consumer Price Index published by the Bureau of Labor Statistics of the United States Department of Labor for all Urban Consumers (1982-1984 = 100), San Francisco-Oakland-San Jose, California Consolidation Statistical Area ("CPI-U Indicator");

**WHEREAS**, on February 3 and February 17, 2022, the Board met with the General Manager and determined that the General Manager's performance satisfies the requirements set forth under Section 8 of the Employment Contract;

**WHEREAS**, the Board has recommended an adjustment to the General Manager's compensation as set forth below.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER  
AND SANITARY DISTRICT AS FOLLOWS:**

1. The General Manager's salary is hereby adjusted to \$229,627.00 per annum.

2. This resolution shall be effective upon adoption; provided, that the Salary Schedule and General Manager's compensation approved hereby and provided hereunder shall be operative from and after



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING AMENDED DISTRICT SALARY SCHEDULE  
AND APPROVING ADJUSTMENT TO GENERAL MANAGER'S  
COMPENSATION (Effective January 1, 2022)**

January 1, 2022.

3. The Salary Schedule for General Manager, set forth in the Attachment hereto is hereby approved, effective January 1, 2022; provided, that said Schedule shall remain in effect unless and until further amended or superseded.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 3rd day of March, 2022, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District



# **MONTARA WATER & SANITARY DISTRICT**

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: [mwsd@coastside.net](mailto:mwsd@coastside.net)

Visit Our Web Site: <http://www.mwsd.montara.com>

## **SALARY SCHEDULE FOR GENERAL MANAGER**

EFFECTIVE: January 1, 2022

Approved at Regular Board Meeting: March 3, 2022

Per Board Resolution No.

<b>Job Title</b>	<b>Annual</b>
<b>General Manager</b>	\$229,627.00



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: General Manager's Report**

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Operations Report  
February 2022

## 811 Dig Alerts

- 2-1-22 – 555 kelmore st, work to replace sewer lateral
  - 555 5th st. , stump grinding to remove stumps in front of property
  - 403 5th st. , landscaping installation and tree work
  - 116 Pearl st. , work in the front of yard digging holes for fence posts
- 2-2-22 – Marine blvd x Etheldore, Work to change transformer
- 2-3-22 – 198 5th st. , landscaping work and tree removal
- 2-7-22 – 2006 Vallemar st. , Surface restoration to road
  - 856 park ave, landscaping work in the back of the property
- 2-8-22 – 1027 Date st. , landscaping work in the backside of property
  - 350 9th – work in front of property to install construction fence/entrance to work site
- 2-11-22 – 50 Hermosa Rd, Install new telephone pole
- 2-15-22 – 25 Bernal Ave, Trench to install water, sewer, electric, and gas
  - 741 Harte st. , Locate water leak for repair
  - 461 Cypress ave, install mailbox post
  - Vallemar & Juliana – Lot 4, dig to install plants and irrigation
- 2-17-22 SVR X&Jordan St. -Trench to install water main extention
  - 1100 LeConte Ave, Verticle boaring for soil samples

## New Sevice Connections

- 2-16-22 – 550 Stetson st. Remove old ¾" line and put full circle clamp over existing connection. Tap 1½" connection for PFP and domestic service line.

## Work Orders

- 2-01-22 – 879 Sierra st, homeowner requested a profile from October 2021 to February 2022. Operator took profile and sent the results to the customer
- 2-04-22—257 4th st., tenant moved out took final read, left water on, and left door tag explaining new owners to call into office to create new account
  - 1350 Main st., homeowner taking over account, operator turned water on and got a start read for new account



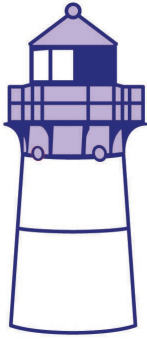
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- 2-07-22 -1650 East ave, customer had water leak and needed help from MWSD to determine leak damage. Operator took meter profile and send findings to customer
  - 967 Jordan st., homeowner is taking over account, Operator turned water service on and and emailed customer detailing water usage.
- 2-09-22 - 1185 Acacia st., new tanant moving in, operator got start read and left water turned on.
- 2-11-22 – 1018 Cedar st., Customer suspects possible water leak, Operator took meter profile and sent findings to customer showcasing no signs of leak
  - 387 4th st, Customer had water leak, operator took profile and sent findings to customer, indicating the leak had been fixed and subsided.
  - 879 Buena Vista st, Customer received leak notice and suspects a leak, Operator went and had hard time locating water meter, after two days of searching water meter was found and location notated. Operator gave customer toilet tabs to help determine leak, Customer had three toilets that were leaking.
- 2-14-22 - 230 Nevada st., Customer wanted water shut off for repairs, operator shut off water service and tunrned water back on later in the day
- 2-16-22 – 590 Stetson, Customer wanted help isolating leak, Operator went to home and helped isolate water meter and determine leak location
- 2-17-22- 1171 Date st, customer reported puddles in front of home after weeks of no rain, concerned about possible leak. Operator went out to location and spoke with customer, took cl2 Total and got hit of 0.2. Wet spot lines up with main, called in USA and marked out meter services and main in usa zone for leak repair. Repair not yet scheduled
  - 475 California Ave, Resident called to report water leaking from street corner on Weinke Way and California Ave at Church, Opertaor contacted Facility maintenace and let them know of possible irrigation leak and to check sprinkler system. Opertaor noted there was no active flow during site visit.
- 2-18-22 – 600 Marine blvd, verify meter is transmitting correctly. Operator has stated that ¾” meter of the T1000 compound meter has stoped sending out signal. Ordered new Register faces and Transmitters for 4” T1000 compound meter and installed into place



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- 2-21-22 - 155 7th st, no account holder since January of 2022, operator went to home and verified it is still empty and left another door tag for new owners to call into office and create account
- 2-23-22 – 879 Buena Vista st, customer states she has repaired leak and wants second profile to verify. Operator went to home and took profile and sent findings to customer, leak had been repaired.

## After Hours Call Outs

- 2-26-22 - Pillar Ridge aerator fail, drain tank, reset VFD let tank fill again, put plant back online.

## Repairs and Leaks

- 2-17-22 - voice mail about LDS Church at 475 California st. Moss Beach. Report of broken water line. After investigation, appears to be a problem during irrigation use. Made contact with customer and they will check out the irrigation system.
- 2-18-22 – AW3 flow meters failed again (5th time) ordered new MagMeters to replace. Lead time 8 weeks.
- 2-25-22 – low pressure complaint on Corona st. in Montara, led to a discovery of water main leak and a failing pressure reducer. This is a combination of old steel 1" & 2". Operations were able to place two clamps on the holes and got the homes back up and online, but determined that the pipe was not in good enough condition to bury with clamps. Notified customers for a Monday outage and replaced (120' linear feet of pipe with 2" schedule 80) and installed new pressure reducer.

**General Manager Leave:** The General Manager will be out of the office on March 4 – 11, 2022

**Covid-19:** MWSD offices remain closed to the public since March 16, 2020. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. Non-essential construction and permitting is allowed in SMC and MWSD operations is working at full capacity always adhering to social distancing guidelines.

## RECOMMENDATION:

This is for Board information only.